

# PETITION FOR ACTION (UNDERGRADUATE)

SCHOOL OF ENGINEERING AND APPLIED SCIENCE

**Spring and Summer 2020 ONLY**

**U n i v e r s i t y   o f   P e n n s y l v a n i a**

**Instructions to the Petitioner:** This Petition should be used to seek an exception to the School's academic rules, regulations, or curriculum requirements as described in the Student Handbook. You must attach a completed, up-to-date CPG if you are seeking an exception to a Curriculum Requirement and provide syllabi.

*NOTE:* Students in single degree programs should address their petitions to their schools. Dual- and joint-degree students should address their petitions for degree requirement exceptions to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions for exceptions (e.g. late drop, late add, late withdrawal, late change of grade type) should be submitted to the home school.

**In compliance with changes to University operation in response to the COVID-19, petition requests can be submitted directly to [petition@seas.upenn.edu](mailto:petition@seas.upenn.edu) with all required documentation for the Spring 2020 semester only.** Your department will be consulted as appropriate, in the review of your petition. The Petition Committee will notify students of their decision via email. Petitions are due by Tuesday at noon or they will be considered the following week.

Date of Petition \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Major: \_\_\_\_\_ Name of Faculty Advisor: \_\_\_\_\_

**IF RELEVANT, Term in which this petition will impact:**    Fall                      Spring                      Summer                      **Year:** \_\_\_\_\_

**Please concisely state your request (only ONE request per petition):**

**Please provide a brief and concise explanation of your request** (you may attach an additional page for more space if needed):

Signed (Petitioner): \_\_\_\_\_

**Petition Committee Decision:**     Approved                       Disapproved                       Defer (More Info Needed)                       No Action Required  
COMMENTS:

Signed (For the committee): \_\_\_\_\_ Date: \_\_\_\_\_