



The Student Petition Process

From Beginning To End

What is a Student Petition?

- Student's formal request for a waiver of a Senate Policy/Procedure.
- Waivers would include any Senate policy listed in *Policies and Rules for Undergraduate Students*.
<http://senate.psu.edu/policies/index.html>

Petition Types

- Academic Renewal
- Extension of the Completion Deadline
- Retroactive Administrative Course Cancellation
- Retroactive Administrative Registration Cancellation
- Retroactive Corrected Grade
- Retroactive Late Course Add
- Retroactive Late Course Drop
- Retroactive Late Registration-(Appeal)
- Retroactive Withdrawal
- Waivers of other policies

How is a Student Petition Initiated?

- Students initiate the petition process by speaking with an adviser at their college/campus advising center.
- Occasionally, the college/campus will submit a petition on behalf of a student. This may occur when:
 - For some reason the student cannot submit the petition themselves. (examples: incapacitating illness, military deployment)
 - An administrative/college/campus error is found.

Preparation of the Petition

- Students are responsible for much of the preparation of the petition. However, students should **not** send petitions or supporting materials directly to the Faculty Senate Office.

- **For students enrolled at University Park:**
 - Students enrolled in a college will submit their petitions through the Dean's office of the college in which they are enrolled
 - DUS and Provisional students will submit their petitions through the Division of Undergraduate Studies
 - Non-Degree Conditional students will submit their petitions through the Dean's office of the college in which they plan to enroll
 - Non-Degree Regular and World Campus students planning to enroll in a degree program will submit their petitions through the college/campus in which they plan to pursue a degree. Students who are not pursuing a degree at Penn State or are undecided about a college will submit their petitions through the Division of Undergraduate Studies
 - View University Park petition contacts at this URL:
<http://www.psu.edu/dus/handbook/dept.html>

- **For students enrolled at a campus other than University Park:**
 - The petition will be submitted through the campus in which they are enrolled
 - View non-University Park petition contacts at this URL:
http://www.psu.edu/dus/handbook/petition_contacts.html

Preparation of the Petition (Cont.)

- Petition is **always** submitted through the college/campus in which the student is **currently** enrolled, no matter where the student attended during the time of the request. Students are responsible for obtaining documentation from another college/campus if applicable.
- Students who are not currently enrolled will submit their petition through the college/campus in which they were enrolled while taking the course(s) in reference.
- The petition is reviewed at the college/campus level and submitters will make a recommendation of support or non-support to the Senate Committee. Then the petition will be forwarded to the Senate Office where it will be reviewed by the Senate Subcommittee on Academic Standards.

Non-Degree Students

- Non-Degree students planning to enroll in a degree program, will submit their petition through the college/campus in which they plan to pursue a degree.
- Students who are not pursuing a degree at Penn State, or are undecided about a college, will submit their petition through the Division of Undergraduate Studies.

World Campus Involvement



- Petitions involving World Campus course work must have a review at the World Campus **in addition to** the college/campus review before being submitted to the Senate Office.
- After review at the college/campus, the petition should be forwarded to the World Campus. A World Campus adviser will provide a letter with a recommendation and then forward the petition to the Senate Office.
- The college/campus is **always** the submitter of the petition.
- The World Campus Web site may be found at:
<http://www.worldcampus.psu.edu/>

eLion Involvement



- When students indicate failure of the eLion system as the basis of their petition, the Senate Office will obtain an eLion log from the Office of the University Registrar.
- The eLion log is included with the petition which is then reviewed by the Senate Subcommittee on Academic Standards.

Judicial Affairs Involvement

- If a student petitions for a retroactive late drop or withdrawal, verification is done through the Office of Judicial Affairs to determine if there are academic integrity violations in the referenced course(s).
- Students with violations that resulted in an academic sanction for a course or courses will not be permitted to retroactively remove a grade for the course(s) being petitioned.

Trauma Petitions

- **Trauma drop/withdrawal procedures** should be followed when a student's circumstances require unusual confidentiality (e.g., the victim of a sexual assault or violent crime). This procedure is streamlined to reduce the number of people involved in processing.
- At University Park, a trauma drop/withdrawal is initiated by the student in consultation with the following people:
 - If the student has not met with a counselor at the Center for Counseling and Psychological Services (CAPS), the student should consult with Margaret Lorah, Director, Center for Women Students, 204 Boucke Building, 814-863-2027.
 - If the student has met with a CAPS counselor, the student should consult with Patricia Johnstone, Crisis Coordinator, or Dennis Heitzmann, Director, CAPS, 221 Ritenour Building, 814-863-0395.
- At non-University Park campuses, a strong letter of support from a staff member, petitioning for trauma drop/withdrawal may be forwarded to the appropriate contact for processing. A student letter is not required. The appropriate **University form** must be submitted with this request.

Process of Review

- The Senate Subcommittee on Academic Standards has the authority for reviewing all petitions.
- The Committee reviews petitions continuously throughout the academic year, including summer sessions, and petition reviewing is not coordinated with meetings of the University Faculty Senate.

Decision Making

- First reviewer makes a decision on petition.
- If decision is “granted”, the petition is officially granted.
- If decision is “denied”, the petition must go to a second reviewer.
- If second reviewer denies, the petition is officially denied.
- If second reviewer grants, the petition must go to a third reviewer.
- If third reviewer denies, the petition is officially denied; if third reviewer grants, the petition is officially granted.

Student Petition Appeals

- If the petition is denied, students may appeal the decision **only** if they can provide additional information to support their case. Appeals should be prepared according to these guidelines.
- The appeal process is the same as the original petition process. Students should follow the same procedures and begin at their college/campus advising center.

Time Line

- After a petition has been submitted, students can expect a decision within three to five weeks from the time the petition is received in the Senate Office.
- If there is a valid reason for a petition to be expedited, (such as upcoming graduation), petition submitters should note this by marking the check box designated “Expedited Review” on the Petition Cover Sheet.
 - We are aware that all students/submitters would like their petitions to be processed as quickly as possible. Please use the Expedited Review option **only** when there is a legitimate reason for the petition to be processed faster than normal.
- There is no time limit for submitting a student petition. Occasionally students may submit valid retroactive requests post-graduation. However, prompt resolution of transcript discrepancies is encouraged for the best outcome.

Petition Cover Sheet

- A petition cover sheet has been developed to aid in clarity and completeness.
 - Cover sheet is **not** to be filled out by the student; this is for college/campus use **only**.
 - Cover sheet is to be used for **every petition** that is submitted.
 - Additional comments by petition submitter may still be included on a separate sheet of paper if desired.
 - The petition cover sheet may be found at:
http://senate.psu.edu/student_petitions/petitionform1.pdf

Preparing Different Types of Petitions

- The Senate Subcommittee on Academic Standards requires specific documentation for each petition type.
- Please follow the guidelines in the upcoming slides to ensure the completeness of each prepared petition.

Academic Renewal

- A waiver of the Academic Renewal policy may be requested when a student is seeking re-enrollment to the University and has not had a period of at least four years during which they were not enrolled in Penn State credit courses and/or the student's previous cumulative average was not below 2.00. (See [Policy 58-60](#))

- Please include the following with an Academic Renewal petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current Transcript**
 - *Signed Student Request Letter*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*

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Extension of the Completion Deadline (Deferred Grade)

- An extension of the completion deadline is requested when students need additional time to complete a course which they failed to complete in the regular time allotted. (See [Policy 48-40](#))
- If this type of petition is approved, it is contingent on approval from the instructor of the course.
- Please include the following with an Extension of the Completion Deadline petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current Transcript**
 - *Signed Student Request Letter*
 - *Grade Change form indicating deferred grade AND Date of Extension*
 - *Medical/Psychological Documentation (if applicable)*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*

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Retroactive Administrative Course Cancellation

- Students who were scheduled for a course (or courses) but for some reason never attended, may petition for a retroactive Administrative Course Cancellation. This **only** applies if no classes were attended for the course in reference. (See [Administrative Policy C-2](#))
- If the student **did not attend** classes for **any** courses scheduled for a semester/session, this would be a retroactive Administrative **Registration Cancellation**.
- Please include the following documentation with a Retroactive Administrative Course Cancellation petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current Transcript**
 - *Signed Student Request Letter*
 - *Medical/Psychological Documentation (if applicable)*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*
 - *Administrative Course Cancellation Form (Acquired from the Department) with student and instructor signatures*

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Retroactive Administrative Registration Cancellation

- Students who were registered, but for some reason **never** attended classes for **any** of the courses for the entire semester/session, may petition for a retroactive Administrative Registration Cancellation. This **only** applies if the student **never** attended classes for ANY courses scheduled for the entire semester/session. (See [Administrative Policy C-2](#))

- These cases are usually seen when a student intends to petition for a refund or waiver of charges through the Fee Assessor in the Bursar's Office. The Faculty Senate does not handle requests for financial issues.

- Please include the following documentation with a Retroactive Administrative Registration Cancellation petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current** Transcript
 - *Signed Student Request Letter*
 - *Medical/Psychological Documentation (if applicable)*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*
 - *Administrative Course Cancellation Form (Acquired from the Department) or letters/emails from instructors confirming non-attendance for all courses scheduled for the referenced semester/session (if available)*

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Retroactive Corrected Grade (Grade Change)

- After one year has passed, an instructor can no longer change a grade. Therefore, a student must petition for a Retroactive Corrected Grade. (See [Policy 48-30](#))
- Please include the following documentation with a Retroactive Corrected Grade petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current Transcript**
 - *Signed Student Request Letter*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*
 - *Grade Change Form(s)*

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Retroactive Late Course Add

- After the late add period has passed for a semester/session, students must prepare a petition to late add a course retroactively. (See [Policy 34-87](#))
- If student is requesting to add **all** scheduled courses for a semester/session, this is a retroactive late registration request. A late add action will add a course on to a semester/session that is already displayed on the transcript or a current semester/session in which the student is in registered status.
- Please include the following documentation with a Retroactive Late Add petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current Transcript**
 - *Signed Student Request Letter*
 - *Letter/email of support from the instructor of each course (recommended)*
 - *Grade Change Form (Required by Registrar Office)*
 - [Registration-Drop/Add Form](#)

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Retroactive Late Course Drop

- After late drop period has passed for a semester/session, students must prepare a petition to late drop a course retroactively. (See [Policy 34-89](#))
- If a student is requesting to drop **all** courses scheduled for semester/session, this is a Retroactive **Withdrawal**.
- Please include the following documentation with a Retroactive Late Drop petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current** Transcript
 - *Signed Student Request Letter*
 - *Supporting letter or emails from faculty/advisors (Strongly Recommended)*
 - *Medical/Psychological Documentation (if applicable)*
 - [Registration-Drop/Add Form](#)
 - *Students requesting to late drop a course or courses from a semester/session and has passing grades in other courses taken during the same semester/session, need to explain why circumstances only affected the course(s) referenced.*

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Exceeding the Late Drop Credit Limit

- Undergraduates in baccalaureate programs are limited to a maximum of 16 Late Drop credits. Those registered as nondegree, provisional, and associate degree students are limited to 10 Late Drop credits.
(See [Policy 34-89](#))
- Students occasionally request to exceed the late drop credit limit in order to retroactively late drop a course or courses from their transcript if they have used up their allocated late drop credits. When preparing a retroactive late drop petition, It is important to verify the student's late drop credit use to see if a waiver to exceed should also be included with the request.
- Include in the petition the number of extra late drop credits required in order to retroactively late drop the course(s) in reference.
- Provide explanation of any extenuating circumstances that required the student to use allocated late drop credits.

Retroactive Late Course Drop

Retroactive Late Registration

- **These petitions are no longer processed through the University Faculty Senate.**
- A Retroactive Late Registration request is when a student is requesting to register **ALL** courses not yet on the transcript for a semester/session. (See [Policy 34-23](#))
- After the late registration period has passed for a semester/session, a student must contact the **Office of the Registrar** to request to register for the course(s) retroactively.
http://registrar.psu.edu/registration/retroactive_registration.cfm
- If the Retroactive Late Registration request is denied by the Registrar's Office, then the student may decide to petition the Faculty Senate to appeal the decision.
- Please include the following documentation with a Retroactive Late Registration Appeal petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - *ARIRS Screen showing all courses scheduled for the referenced semester/session*
 - **Current** Transcript
 - *Signed Student Request Letter*
 - *Letter of denial from the Registrar's Office*
 - *Letter/email of support from the instructor of each course (Recommended)*
 - *Grade Change Form (Required by Registrar Office)*
 - [Registration-Drop/Add Form](#)

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Retroactive Withdrawal

- After the withdrawal period has passed for a semester/session, a student must prepare a petition to withdraw retroactively.
(See [Policy 56-30](#))
- A Withdrawal request is when a student is requesting to withdraw from **all** courses on the transcript for a semester/session.
- Please include the following documentation with a Retroactive Withdrawal petition:
 - [Petition Cover Sheet](#)
 - *Letter From the Submitter (if desired)*
 - **Current** Transcript
 - *Signed Student Request Letter*
 - *Medical/Psychological Documentation (if applicable)*
 - *Death Certificate or Newspaper Obituary (if applicable)*
 - *Support letters or emails from faculty/advisers (Strongly Recommended)*
 - [Withdrawal Form](#)

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Waivers of Other Policies/Procedures

- Requests for exceptions to other Senate policies may arise on occasion. Any action that varies from the established *Policies and Rules for Undergraduate Students* needs to be petitioned for approval by the Senate Subcommittee on Academic Standards.

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- For more information on petition preparation, see the University Undergraduate Advising Handbook.
<http://www.psu.edu/dus/handbook/petition.html>

Senate Contact Information

- For additional information or specific questions concerning the student petition process, please contact:

Anna Butler

University Faculty Senate
101 Kern Graduate Building
Telephone: 814-863-1203
Email: afb11@psu.edu