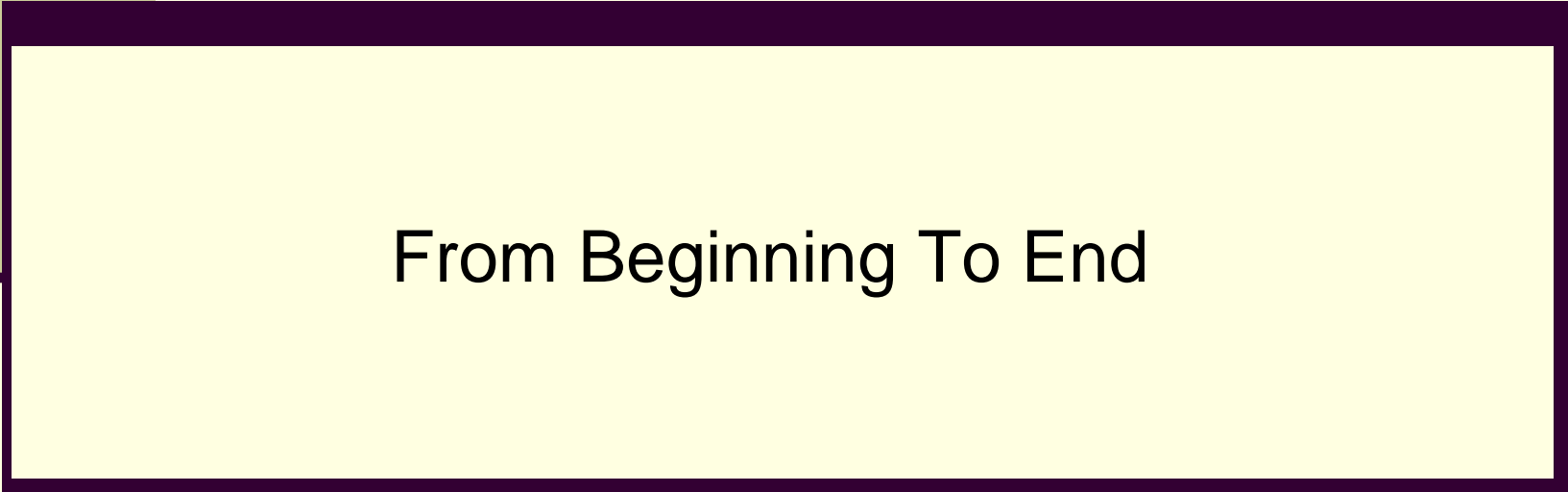




# The Student Petition Process



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
- 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](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 enrollment history and information relevant to the student's petition.
- 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.
- eLion logs show the date, time and action for all eLion activity. (For example, the log will show the date and time a student attempted to late drop a course and whether he or she completed all the necessary steps.)
- The eLion log is included with the petition which is then reviewed by the Senate Subcommittee on Academic Standards.

# Office of Student Conduct Involvement

---

- If a student petitions for a retroactive late drop or withdrawal, verification is done through the Office of Student Conduct 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 Mary Anne Knapp, Clinical Social Worker/Outreach 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](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 (Please use ARISTU. It provides the clearest results for the committee)**
  - *Signed Student Request Letter*
  - *Support letters or emails from faculty/advisers (Strongly Recommended)*

[Back to Petition Types](#)

# 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** (Please use ARISTU. It provides the clearest results for the committee)
  - *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)*

[Back to Petition Types](#)

# 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)*
  - *If request is for a Summer Session, include Student Course Status Inquiry (Use ARIRS; or acquire schedule from Registrar's office if for an archived semester)*
  - **Current** Transcript (Please use ARISTU. It provides the clearest results for the committee)
  - *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*

[Back to Petition Types](#)

# 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)*
  - *If request is for a Summer Session, include a Student Course Status Inquiry (Use ARIRS; or acquire schedule from Registrar's office if for an archived semester)*
  - **Current** Transcript (Please use ARISTU. It provides the clearest results for the committee)
  - *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)*

[Back to Petition Types](#)

# 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 (*Please use ARISTU. It provides the clearest results for the committee*)
  - *Signed Student Request Letter*
  - *Support letters or emails from faculty/advisers (Strongly Recommended)*
  - *Grade Change Form(s)*

[Back to Petition Types](#)

# 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 (*Please use ARISTU. It provides the clearest results for the committee*)
  - *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](#)

[Back to Petition Types](#)

# 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 (*Please use ARISTU. It provides the clearest results for the committee*)
  - *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.*

[Back to Petition Types](#)

# 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

- A Retroactive Late Registration request is when a student is requesting to register **ALL** courses not yet appearing 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 request a retroactive late registration in the following manner:
  - Students requesting retroactive registration more than nine months after the end of the semester /session or who did not schedule classes or cancelled their semester schedule, must petition the Faculty Senate through their academic colleges
  - All other requests for retroactive late registration must be processed through the Registrar's office. [http://registrar.psu.edu/registration/retroactive\\_registration.cfm](http://registrar.psu.edu/registration/retroactive_registration.cfm) If these requests are denied by the Registrar's office, students may appeal the Faculty Senate through their academic colleges
- **Students must have sufficient funds available to pay tuition and fees prior to submitting the request. Any type of financial aid (grants, scholarships, federal or alternative loans) that is processed by the Office of Student Aid and paid directly to Penn State CANNOT be used as payment towards a retroactive registration.**
- 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)*
  - *Student Course Status Inquiry (Use ARIRS; or acquire schedule from Registrar's office if for an archived semester)*
  - **Current** Transcript (Please use ARISTU. It provides the clearest results for the committee)
  - 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](#)

[Back to Petition Types](#)

# 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 (*Please use ARISTU. It provides the clearest results for the committee*)
  - *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](#)

[Back to Petition Types](#)

# 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.

## [Back to Petition Types](#)

- 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](mailto:afb11@psu.edu)