

PETITION FORM

Who should use this form?

Single degree Wharton students requesting exceptions to academic regulations.

Dual and joint degree students should address their petitions for degree requirement exceptions to the school(s) whose degree requirements are affected. Dual and joint degree students who are seeking other exceptions (such as a late drop, late add, late withdrawal, or late change of grade type) should submit their petition to their home school. In some cases, a petition to both schools will be required.

What do I need to know about the Petitions process?

The Petitions Committee is comprised of academic advisors and administrators in the Undergraduate Division. The Petitions Committee meets weekly to consider petitions, and you will be notified about the outcome of your petition via email.

When submitting a late drop or late withdrawal petition that will drop your course load below 4 cus, check carefully to be certain that you know the enrollment requirements of relevant organizations or funding agencies to avoid jeopardizing your standing as a student. Fewer than 4 cus per term may jeopardize both state and federal financial aid and may have an impact on such matters as visa status, athletic eligibility, and/or insurance coverage.

How do I submit my petition?

First, fill out the form on the opposite side of this paper. Please complete all parts of the form to expedite your petition decision.

Then, attach documentation to support your petition. Here is a list of common petitions and their required supporting documentation:

- Course unit increase petitions require the student's semester course plans.
- Class requirement petitions (e.g., "Does this class fulfill a Global requirement?") require a course syllabus.
- Petitions for late adds require documentation from the professor that the student has been attending class since the add deadline.
- Independent study petitions require the Independent Study Proposal form.
- Individualized concentration petitions require the Individualized Concentration Proposal form.
- Petitions involving medical considerations require medical documentation.

If you have a petition that does not meet these descriptions, or if you have any additional questions about the supporting documentation required for the petitions process, please see an Associate Director in the Wharton Undergraduate Division.

After you have filled out the form and attached any required supporting documentation, you can submit your Petition Form to the front desk of the Wharton Undergraduate Division.

After the Petitions Committee has its weekly meeting and considers your petition, you will be notified via email the outcome of your petition.

PETITION FORM

Student Information

Name: _____
(Last Name) (First Name)

Dual/ Joint Degree Program Name (if applicable): _____

Penn ID: _____ Email: _____

Current Date: _____ Expected Grad. Date: _____

Describe the Request

Reasons for the Request

Office Use Only

Decision of the Committee:

Approve Defer
 Deny No Action Required

Comments:

Action:

Signed for the Committee: _____
Date: _____

Browse Note Entered: _____

Final Decision (if original decision deferred):

Approve No Action Required
 Deny

Comments:

Action:

Signed for the Committee: _____
Date: _____

Browse Note Entered: _____

To be treated as precedent? Yes No

SRS CODES