



Guidelines for Preparing a Faculty Senate Petition

You can file a faculty senate petition for retroactive withdrawal or retroactive late drop. If the petition is approved the course(s) appear on your transcript as W (withdrawal).

There are other situations that may be eligible for petitioning but retroactive withdrawal and retroactive late-drop are the most common. Discuss other situations with your adviser to learn more about your options.

Visit this website for a sample letter template and a list of required steps <http://www.hhd.psu.edu/student-services/faculty-senate-petition>.

1. Draft your faculty senate petition letter in Microsoft Word:
 - Review the website above for the required format of the letter and for exactly what needs to be included.
 - On one page if possible, clearly and concisely explain the extenuating circumstances that form the basis for your petition.
 - Explain why you didn't complete the desired action by the deadline.
 - If applicable, explain what steps you have taken/plan to take to improve your circumstances.
 - Complete a grammar and spell check.

Send your draft to your adviser as an email attachment for review.

2. Compile supporting documents (e.g., medical statements, statements of support from professors, medical professionals, mental health professionals).
3. Complete University forms as applicable.
 - Retroactive Withdrawal:
 - a. Withdrawal Form: Visit <http://www.registrar.psu.edu/>, click on student forms on the left and print withdrawal form. (Two copies are required.)
 - b. Student Aid Review Form: <http://studentaid.psu.edu/eligibility/retroactive-withdrawal-form>. You'll need to include the completed form with your petition.
 - Retroactive Late Drop:
 - a. Registration Drop/Add form: Visit <http://www.registrar.psu.edu/>, click on student forms on the left and print Registration drop/add form. (Two copies are required.)

After your adviser provides feedback on your letter, you'll be asked to drop off or mail all of the above documentation to your adviser. Your adviser will submit the materials to the Faculty Senate Office on your behalf. Do not send any of your documentation as email attachments.

Reviews of faculty senate petitions typically take 3-4 weeks. A letter from the Faculty Senate Office with a decision about your petition will be mailed to the address you include on your letter.