

Submit Your Request for an exception to University Policies

Students interested in submitting a petition to request an exception to university policies must use Path Forms to submit a request for approval. Petition forms are available to the following populations of students:

- Undergraduate students in Wharton & Engineering
- All LPS Students
- All Nursing students

Access the *Change Petition** form you seek by going first to **Path Forms** from the menu on *Path@Penn*, and then scrolling down to the **Petitions** section of the page.

The screenshot shows the Path@Penn website interface. On the left, the 'Path Forms' link is highlighted in the 'Additional Resources' section. The main content area is titled 'Path Forms' and includes a description of the service and a list of available petitions. The list is as follows:

Form Name	Audience	Form Description
Registration Changes	Undergraduate students in SEAS and Wharton; all students in LPS and Nursing	Request an exception to University registration policies.
Undergraduate SEAS Petitions	Undergraduate SEAS students	Request an exception to SEAS policies not related to registration
LPS Petitions	LPS students	Request an exception to LPS policies not related to registration (Will be available May 23)
Nursing Petitions	All Nursing students	Request an exception to Nursing policies not related to registration (Will be available May 23)
Undergraduate Wharton Petitions	Undergraduate Wharton students	Request an exception to Wharton policies not related to registration (Will be available May 31)
College Advisor Petition Request	College Advisors	Initiate a request for an exception to University policies on a student's behalf (Will be available Summer 2022)

* A list of all available Change Petition forms can be found on Page 2 of this document.

The screenshot shows the 'Student Request' form. The 'Petition Type' dropdown menu is open, showing options: '- SELECT ONE -', '- SELECT ONE -', 'LATE ADD', 'LATE CHANGE OF GRADE TYPE', 'LATE DROP', and 'LATE WITHDRAW'. The 'Request' section includes fields for 'Term', 'Are you receiving financial aid?', 'Cumulative Undergraduate GPA', 'Penn Classification', and 'Current Max CUs'. The 'Request' text area contains the following text: 'The course load policy can be found here: https://grad.seas.upenn.edu/student-handbook/undergraduate-policies/course-load/ Requests for course load increases require detailed academic plan.'

Select *Petition Type* and complete the Request Form (as shown above):

- Select Desired Term
- Select Yes/No about receiving Financial Aid
- Enter all other fields listed. *The fields will vary depending on the form*
- Enter short description of request (as shown here)
- Enter detailed explanation of request (as shown here)
- Click **Submit Form** when complete

This close-up screenshot highlights the two text input fields for the request. Red arrows point to the 'Please concisely state your request (in one sentence or less):' field and the 'Please give an explanation of your request:' field. Below these fields is an 'ATTACH REQUIRED DOCUMENTS' button and 'SUBMIT FORM' and 'CANCEL' buttons.

NOTE: Depending on the petition, students may be asked to submit documentation to support their request.

- Students receive an email acknowledgement once the request has been submitted for approval.
- The request is routed to the student's primary school or division for review.
- The review is approved, or denied, and the student's record is updated accordingly.
- Students receive an email acknowledgement letting them know that the request has been reviewed, and whether it has been approved or denied.

*NOTE: Students may **check the status** of their petition anytime by clicking on the link provided in the email acknowledgement received after petition was submitted.*

Available Change Petition Forms

College of Liberal & Professional Studies

- Late Add
- Late Grade Type Change
- Late Drop with Refund
- Late Withdrawal
- Retroactive Drop
- Retroactive Withdrawal
- Late Tuition Reduction Request Approval
- Other

Nursing

- Late Add
- Late Drop
- Late Withdrawal
- Retroactive Add
- Retroactive Drop
- Retroactive Withdrawal
- Add Course as a Sector Requirement
- Part Time Status

Undergraduate Engineering

- Late Add
- Late Drop
- Late Grade Type Change
- Late Withdrawal
- Retroactive Add
- Retroactive Drop
- Retroactive Grade Type Change
- Retroactive Withdrawal
- Course Substitution
- Part Time Status
- Other

Wharton Undergraduate

- Late Add
- Late Change of Grade Type
- Late Drop
- Late Withdrawal
- Retroactive Add
- Retroactive Change of Grade Type
- Retroactive Drop
- Retroactive Withdrawal
- Course Review
- Part Time Status
- Other