Policy Exceptions Petition Submission

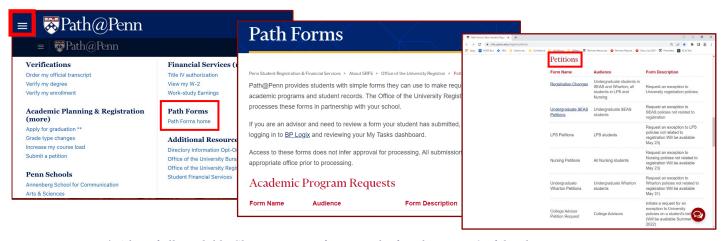


Submit Your Request for an exception to University Policies

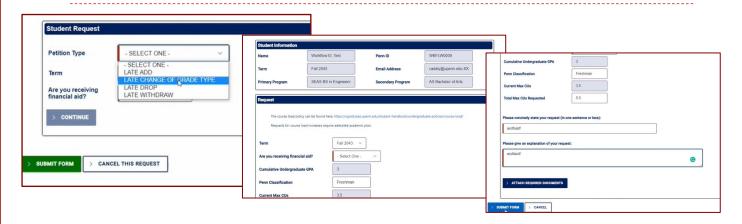
Students interested in submitting a petition to request an exception to university policies must use Path Forms to submit a request for approval. Petition forms are available to the following populations of students:

- 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.

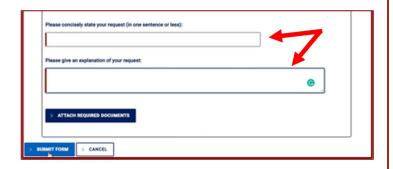


* A list of all available Change Petition forms can be found on Page 2 of this document.



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



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

Policy Exceptions Petition Submission



- 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 <u>check the status</u> 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