**PENN STATE BERKS**

**FACULTY SENATE PETITION CHECKSHEET**

**FOR RETROACTIVE PETITION REQUESTS**

**(EXCLUDING RETROACTIVE WITHDRAWAL AND LATE DROP)**

***Instructions:***

*1. Complete all the Required Items (1-4) as well as any appropriate Additional Documentation (5-7).*

*2. When completed, please contact Elyce Kaplan 128 Franco / 610-396-6090 / eml10@psu.edu*

***Do not send any materials directly to University Park****. The Senate Committee will notify you of its decision via letter within 4-6 weeks.*

3.. Additional information regarding the Faculty Senate Petition process may be found at the following website: https://senate.psu.edu/students/petitions/student-petition-process/#Preparing. If you have any further questions, please contact  
 Elyce Kaplan 128 Franco / 610-396-6090 / EML10@psu.edu

**Please Note: For retroactive withdrawal and late-drop petitions, refer to the Withdrawal and Late-Drop Checksheet available at** [**https://berks.psu.edu/registrar**](https://berks.psu.edu/registrar) **under Academic Actions. For further questions related to retroactive withdrawal or late-drop requests, please contact Karen Del Vecchio,** [**kkd3@psu.edu**](mailto:kkd3@psu.edu)**, or 610-396-6280/160 Franco Bldg.**

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# **REQUIRED ITEMS**

\_\_\_ 1. **STUDENT LETTER**

Compose a letter using the required template at : https://senate.psu.edu/students/petitions/student-petition-letter/  
**This is a formal letter and must contain your signature**. Your letter should be typed, clear, factual, logical, and brief. In the first paragraph, begin by stating your name, PSU ID, and your request (e.g., retroactive withdrawal, retroactive late-drop, etc.). In the body of your letter, provide a narrative describing the circumstances surrounding your request and explain why you did not or could not follow the appropriate University policy and/or procedure. In the final paragraph, refer to the supporting materials you are enclosing. Be sure to check your grammar, spelling, and word usage.

\_\_\_ 2. **ADVISING TRANSCRIPT**

Provided by the Berks Registrar’s Office in 125 Franco or from Lionpath.

\_\_\_ 3. **APPROPRIATE FORM** (Complete the appropriate form with signatures.)

a. Schedule Adjustment form b. Administrative Course Cancellation Form c. Other Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ 4. **SUPPORTING DOCUMENTATION FROM COURSE INSTRUCTOR(S)**

**If the petition involves** late add of a course or grade change after one calendar year, a letter from the course instructor(s) must be provided describing the circumstances surrounding your request. An email from the instructor may be substituted; however, **the instructor must send the original to the student and a copy to Elyce Kaplan EML10@psu.edu**

**If the petition involves “administrative and/or clerical errors”**, then it must be shown that the University has committed an administrative error or that faculty and/or advisors have committed errors in applying University regulations, policies and/or procedures.

# **ADDITIONAL DOCUMENTATION**

\_\_\_ 5. **SUPPORTING DOCUMENTATION FROM MEDICAL PERSONNEL (When Appropriate)**

If the petition involves illness, medical disorders, etc., then provide appropriate documentation from the attending physician. This documentation must be on letterhead, dated, signed, and **must** **match the timeframe of the request**. This documentation must provide sufficient information for the Senate Committee to decide whether you were capable of attending class, completing assignments, and following University policies and/or procedures.

\_\_\_ 6. **SUPPORTING DOCUMENTATION FROM FACULTY/ACADEMIC ADVISOR**

An email may be sent to **Elyce Kaplan** [**EML10@psu.edu**](mailto:EML10@psu.edu). This email should indicate how the faculty/academic advisor is involved and whether or not the advisor supports your request.

\_\_\_ 7. **SUPPORTING DOCUMENTATION FROM ADDITIONAL SOURCE(S)**

An email may be sent to **Elyce Kaplan EML10@psu.edu**). This email should indicate how the additional source(s) is (are) involved and whether or not the additional source(s) support(s) your request.

EML10 8-5-2021