

PENN STATE BERKS
Retroactive Withdrawal/ Retroactive Late Drop
FACULTY SENATE PETITION WORKSHEET

DIRECTIONS:

1. Prior to requesting a retroactive withdrawal, you must consider the financial consequences and **complete Step 1**. (Refer to the following website: studentaid.psu.edu/eligibility/satisfactory-academic-progress).
2. If you decide to continue with the Retroactive Withdrawal, **or** if you are requesting a Retroactive Late Drop petition, make an appointment with Karen Del Vecchio, Academic Advisor, by contacting using <https://sites.psu.edu/starfishinfo/> or by contacting the Academic Advising Center at 610-396-6280.
3. Once you have met with Karen Del Vecchio and gathered all the required documents, you will then submit each document electronically in a pdf format to Karen Del Vecchio in one email. **Do not send any materials directly to University Park (except the Student Aid Form #1 if you received FA while you were a student).**
4. Once Karen Del Vecchio submits your documentation (listed below in Required Items) you will receive an automated email with the decision within 3-5 weeks.

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 further questions, then please contact Karen Del Vecchio (kkd3@psu.edu) or 610-396-6284.

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REQUIRED ITEMS

1. **READ AND COMPLETE the STUDENT AID REVIEW FORM (only required for Retroactive Withdrawal petitions)** The Student Aid Review for Retroactive Withdrawal form is at this link: <http://studentaid.psu.edu/eligibility/retroactive-withdrawal-form>. If you **did not** receive Financial Aid while you were a student at PSU, then check NO and submit the form along with all your documentation to Karen DelVecchio (you do not need to send it to UP (University Park)). If you **did** receive Financial Aid while you were a student at PSU, you **must** have the form completed and submitted to UP (address is listed on the form). Upon review of your form by the Office of Student Aid, an appointment will be arranged for you to learn about the possible financial consequences of your petition. Following the meeting, the back of the form will be completed by the Office of Student Aid and returned to you for submission with your petition. If you received financial aid while you were a student, your petition for a retroactive withdrawal **cannot** be submitted without the completed, signed form by the Office of Student Aid at University Park.

If you are an *international* student requesting to petition for retroactive withdrawal, you will also need to discuss implications for immigration and sponsorship with a Penn State Global office staff member. You may reach out to them prior to submitting your petition (814-865-7681). If you do not contact them before your petition is submitted, they will be notified as part of the electronic petition process to reach out to you.

2. **STUDENT LETTER**

You will need to use the on-line form to complete your letter.

<https://senate.psu.edu/students/petitions/student-petitionletter/>

You will then print it out, scan it and submit it with your documentation supporting your letter. Your letter should be clear, factual, logical, and brief but long enough to make your case. Please stick to relevant information specifically pertaining to extenuating circumstances beyond your control and how those circumstances affected our academic performance during the term(s) for which you are requesting a retroactive action. Be sure to check your grammar, spelling, and word usage. Outside of this letter, provide corresponding supporting documentation for each extenuating circumstance you describe in your student letter (e.g., obituaries, medical or mental health documents, court documents for court related matters, employer letters for work/school conflicts, etc.).

3. **CURRENT ADVISING TRANSCRIPT**

I will access it for you.

4. **APPROPRIATE FORM** with required signatures (select the form link appropriate for your petition)

Official Withdrawal form <https://www.registrar.psu.edu/faculty-staff/forms/withdrawal.pdf>

Registration Drop/add form <https://registrar.psu.edu/faculty-staff/forms/registration-drop-add.pdf>

5. **SUPPORTING DOCUMENTATION FROM MEDICAL PERSONNEL**

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. Information including diagnosis, duration, and severity of illness, and how it would affect academics is helpful.

If the petition involves “administrative and/or clerical errors,” then evidence must be provided showing 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.

Translation: If you have documentation that is written in a language other than English, the document(s) must be translated. You cannot translate yourself. You must either use a translation service, which will provide a cover letter verifying the translation, or you may know or be directed to a Penn State professor who may be willing to translate. In this case, the professor should provide a letter on letterhead with a signature verifying the translation.

ADDITIONAL DOCUMENTATION

_____6. SUPPORTING DOCUMENTATION FROM COURSE INSTRUCTOR(S) recommended

If the petition involves a retroactive late-drop from a course, or a retroactive withdrawal from a semester, a letter from the course instructor(s) may be helpful describing the circumstances surrounding your request. Valuable information could be indicating how the course instructor(s) is (are) involved, date of last attendance, and whether or not the course instructor(s) support(s) your request. Grades across the term in the course or courses for which you are requesting a retroactive action AND emails from the term (if they exist) showing attempts to work with faculty are also helpful. In lieu of a letter, an email from the instructor is permitted and needs to be sent **to the student and copied Karen Del Vecchio (kkd3@psu.edu)**

_____7. SUPPORTING DOCUMENTATION FROM FACULTY/ACADEMIC ADVISOR/ ADDITIONAL SOURCE(S)

A letter or email may be sent to Karen Del Vecchio (kkd3@psu.edu) indicating how the additional source(s) is (are) involved and whether the additional source(s) support(s) your request. All supporting documentation should include a signature or an email header to verify the originator of the communication.