SAMPLE LETTER

Date:

Student Name
Current Address
City, State, Zip Code

Chairperson
Senate Committee on Undergraduate Education*
101 Kern Building
University Park, PA 16802

Dear Chairperson:

(Paragraph one should state the requested action, for example, a retroactive withdrawal from Spring semester, 2002).

(Paragraph two should describe the conditions that warrant an exception and the reason that University policies and procedures could not be followed).

(Paragraph three should include a concluding statement and a thank you).

Sincerely,

Student Name (do not forget to sign letter)
Student Number

*Or Committee on Admissions, Records, Scheduling and Student Aid (for NDEGC students requesting to exceed credit limit).
Instructions for filing a Senate Petition

1. Student should include the following:
   
a. What is being requested (late drop, withdrawal, lade add, etc., and semester dates).

b. Name, address, social security number.

c. A clear explanation of why the request should be granted, with documentation.

   I. If it is a late drop petition, explain why selected courses were affected and other courses not affected during the semester in question.

   II. If it is a withdrawal petition, explain why that semester was different from other semesters.

   III. In any petition, indicate why the standard procedures/timelines were NOT followed.

d. A typed and signed closing to the letter.

2. Student packet should include the following:

   a. Any additional letters of support that will substantiate your case (i.e. letters from faculty, advisors, medical reports, counselors, etc.).

   b. If the petition is for a retroactive add or drop, attach a drop/add form completed with all required information.