FACULTY ADVISOR SIGN-OFF FORM (UNDERGRADUATE)

SCHOOL OF ENGINEERING AND APPLIED SCIENCE

University of Pennsylvania

This form must be filled out by ALL SEAS undergraduates in order to register for courses for next semester. Please complete and return this signed form to the academic department office of your undergraduate Faculty Advisor.

NOTE: Submatriculants are required to have the approval of both the undergraduate and graduate advisor.

Expected Graduation Term: _____ Today's Date: _____

Student Name: _____ Penn ID: _____

Email address: _____ Tel Num: _____

Major: _____ For the Term: _____

UNDERGRADUATE FACULTY ADVISOR SIGN-OFF

Major: _____ Name of Faculty Advisor: _____

☐ I have met with the above student; please clear this student to register for next semester.

☐ The student has requested an increase in Course Load to 6.0 CU or 6.5 CU. I have no objection to this request, provided the student meets the School's GPA requirement of 3.0 cum GPA and has no NR, GR, or I grades on his or her transcript.
(Note: Requests to register for more than 6.5 CU must be made via Petition for Action).

Faculty Advisor Signature: _____ Date: _____

GRADUATE FACULTY ADVISOR SIGN-OFF

Major: _____ Name of Faculty Advisor: _____

☐ I have met with the above student; please clear this student to register for next semester.

☐ Faculty Advisor Signature: _____ Date: _____

Please complete and return this signed form to the academic DEPARTMENT OFFICE of your Undergraduate Faculty Advisor

Last Revised July 2017