

Washington State University Vancouver Undergraduate Petition Process

Undergraduate instructions:

Your petition is a request for the University to make an exception to the academic calendar. Your explanation of your circumstances and the verifiable documents you provide are the primary basis the committee will use to approve or deny your request. Petitions must be submitted within two years of the semester for which the exception is requested. NOTE: Petitions are considered only in the case of extraordinary circumstances and require supporting documentation.

On the back of the petition form, explain the circumstances for your request -- describe what impact these circumstances had on your ability to meet the deadline. Be sure to include as many specific dates and names as possible. You may attach a separate letter if you need additional space. Simply forgetting a deadline, receiving a low grade, or changing a major are not considered extraordinary circumstances. To substantiate your petition, please provide supporting documentation for the committee to use in reviewing your request. Letters and statements of support should be on letterhead with signatures (if external to WSU) and include a review of the circumstances with specific dates and any recommendations.

Examples of Documentation:

Medical Documentation

A letter on letterhead from your health care provider which includes a description of the medical condition, the approximate date the condition began, treatment rendered, and how that condition affected your ability to function academically must be submitted with your petition.

Non Medical Documentation

- advisor's statement, emailed to petitions@vancouver.wsu.edu
- instructor's letters, emailed to petitions@vancouver.wsu.edu (showing non-attendance, if appropriate).
- copies of prior correspondence (letters, e-mails, etc.)
- financial aid statements
- other counseling records or court records
- other proof of non-attendance, or "extraordinary circumstances" (external to WSU must be on letterhead)

Remember to sign and date the attached form and return the petition package to:

Washington State University
Student Affairs
14204 NE Salmon Creek Ave
Vancouver, WA 98686

For questions please call: (360) 546-9236 Fax: (360) 546-9030 Email: petitions@vancouver.wsu.edu

Petitions are generally reviewed by the committee the first Tuesday of each month. Your petition must be received by 12pm one business day prior to the scheduled meeting.

Graduate students must submit a ***Graduate Student Petition Form*** to request any exceptions to academic calendar deadlines. This form is available from the Cougar Center located in the Student Services Center (VSSC) or on the Web at www.vancouver.wsu.edu/ss/forms_index.htm. Specific information regarding the petition process for graduate students is outlined on the form. **Please note that most requests are reviewed and acted upon by the Graduate School on the Pullman campus.**

UNDERGRADUATE STUDENT PETITION FORM

| | | |
|------------------------|-------------|----------|
| NAME (LAST, FIRST, MI) | I.D. NUMBER | |
| ADDRESS: | Street | Apt. No. |
| City | State | Zip |

Please list your address and current phone number. Typically, email is used for all correspondence, so include a current email address:

| | |
|-----------------------|-----------------------|
| CURRENT EMAIL: | CURRENT PHONE: |
|-----------------------|-----------------------|

Please check the appropriate box.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Drop course past deadline (Normal drop deadline is the 30 th day of the semester.) ¹ |
| <input type="checkbox"/> | Withdraw from course past deadline (Normal withdrawal period is from the 31 st day through the 9 th week of the semester.) ¹ |
| <input type="checkbox"/> | Waive late fees (Specify which fee(s) in your written statement.) Year/Term |
| <input type="checkbox"/> | Change Letter Grade to Pass/Fail (Requires advisor's written approval. GER courses cannot be taken pass/fail.) |
| <input type="checkbox"/> | Change Pass/Fail to Letter Grade |
| <input type="checkbox"/> | Retroactive cancellation of enrollment (Withdrawal from all courses after the last day of instruction for a specific semester.) Year/Term |
| <input type="checkbox"/> | Other (Please explain) |

For information regarding dropping and withdrawing from courses, see Academic Regulations 67-69 in the WSU catalog.

Please complete the following information for course-related petitions:

| | | | | | |
|-------------------------------|---------------------------------|---------------------------------|-----------|---------|--|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer | Year 20__ | | |
| Course Prefix and Number | | Section Number | | Credits | |
| Course Prefix and Number | | Section Number | | Credits | |
| Course Prefix and Number | | Section Number | | Credits | |
| Course Prefix and Number | | Section Number | | Credits | |
| Course Prefix and Number | | Section Number | | Credits | |

(Continued on reverse)

