

# UNDERGRADUATE STUDENT PETITION FOR ACADEMIC CALENDAR DEADLINE

## Instructions

Your petition is a request for the University to make an exception to an academic deadline. 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. You will be billed a \$10 non-refundable processing fee on your student account for filing the petition. Please note that petitions must be submitted within two years of the date of enrollment.

**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.

**Petitions are considered ONLY in the case of extraordinary circumstances.** Common examples might include a serious illness, a death in the immediate family, a medical emergency, or a university error that either affected your attendance and completion of a class(es), or precluded your ability to meet an academic deadline.

Simply forgetting a deadline, receiving a low grade, or changing a major are not considered extraordinary circumstances. To support your petition, please provide supporting documentation for the committee to use in reviewing your request. Letters and statements of support should be on letterhead and include a review of the circumstances with specific dates and a recommendation.

**It is your responsibility to provide adequate documentation that corroborates your statement.** Due to the number of requests, the Registrar's Office cannot initiate contact with your doctor, etc.

### Medical Documentation

Medical Documentation must contain a letter of support from either WSU Student Health & Wellness Services or WSU Counseling & Testing Services or the petition will not be reviewed.

#### Also

If your care was administered by non-WSU personnel, 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

#### **Examples of Non- Medical Documentation:**

- advisor's statement, on letterhead.
- instructor's letters, on letterhead (showing non-attendance, if appropriate).
- coach's statement, on letterhead.
- 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".

**Remember to sign and date the attached form and return the petition package to the Registrar's Office, Room 346, French Administration. Questions can be referred to (509) 335-5583 or by email to bschmidtlein@wsu.edu.**



**UNDERGRADUATE STUDENT PETITION FORM**

Use this form to petition exceptions to academic calendar deadlines.

*Please fill out form and return it to:*

Washington State University  
 Registrar's Office, Box 641035  
 Pullman, WA 99164-1035  
 fax (509) 335-7823

*For questions please call:*

(509) 335-5583

**NOTE:** Petitions are considered **ONLY** in the case of extraordinary circumstances (e.g.: documented medical emergency) and **require supporting documentation**.

**PETITIONS WITHOUT SUPPORTING DOCUMENTS ARE DENIED**

1. Fill out petition form completely and accurately for each course.
2. **Provide documents that support your petition (e.g., doctor/instructor/advisor statements on letterhead) -- be sure to include specific dates of illness, doctor visits, advisor meetings, etc.**
3. Turn in the completed form and documentation to the Registrar's Office. **You will be billed a \$10 non-refundable processing fee on your student account for filing the petition.**

NAME (Last, First, MI)	I.D. NUMBER
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***Please list the address you would like correspondence mailed to and a current contact phone number:***

ADDRESS	Street	Apt. No.
City	State	Zip
Current Email	Current Phone Number	( )

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Are you an international student (on an F-1 or J-1 visa)?
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<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Are you receiving VA Benefits for this semester?
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***Please check the appropriate box.***

<input type="checkbox"/>	Drop Course(s) – (normal drop deadline is 30 <sup>th</sup> day of semester) <sup>1</sup>
<input type="checkbox"/>	Withdraw from Course(s) – (normal withdrawal period is from the 31 <sup>st</sup> day through the 9 <sup>th</sup> week) <sup>1</sup>
<input type="checkbox"/>	Add Course(s) <b><i>(This requires written instructor approval and may result in additional tuition)</i></b>
<input type="checkbox"/>	Add Audit Course <b><i>(This requires written instructor/advisor approval)</i></b>
<input type="checkbox"/>	Letter Grade Change to Pass, Fail Grade <b><i>(This requires written advisor approval)</i></b>
<input type="checkbox"/>	Pass, Fail Grade Change to Letter Grade
<input type="checkbox"/>	Cancellation of Enrollment ( <b><i>withdrawal from all courses--\$100 cancellation fee will also apply</i></b> )
<input type="checkbox"/>	Other (Please Explain.)

<sup>1</sup>For information regarding dropping and withdrawing from courses, see Academic Regulations 67-69 in the WSU catalog.

