

WSU Global Campus Undergraduate Petition for Academic Calendar Deadline

Please read the following information before you begin to complete the attached form.

Academic Regulation 57: Student Petitions for Exceptions to Academic Calendar Deadlines and Withdrawal Limits

Students may, with the payment of a service fee, petition for exceptions to the academic calendar deadlines (e.g., withdrawal after the deadline) or petition for withdrawal from an individual course after the student has used the maximum number allowed. Petitions are considered only in the case of extraordinary circumstances such as a medical emergency and require supporting documentation. Withdrawal also may be granted for a course if the withdrawal is recommended by the Director of Health and Wellness Services, the Director of Counseling Services, the academic dean of the unit in which the course is taught, or the academic Vice Chancellor or his or her designee because of illness or other documented extenuating circumstances.

Please note the following limitations to Academic Regulation 57:

- Requests for exceptions to the calendar deadlines must be made within two years of the date of enrollment in the course.
- Petitions for exception to the withdrawal limit must be filed by the end of the term in which the course was taken.

Graduate students may petition through the [Graduate School](#).

It is your responsibility to provide adequate documentation that corroborates your statement. The Petition Committee will use the verifiable documentation you provide and your explanation of your extraordinary circumstances as the primary basis for the approval or denial of your request.

Your request will be reviewed by a committee and a decision will be made within 4 to 6 weeks. If further documentation is required, it will delay your petition from being reviewed. After a decision is made, a \$10 non-refundable processing fee will be charged to your student account.

WSU Global Campus Undergraduate Petition Form

- Read the information on the attached first page before starting the form.
- Fill out the form and attach your supporting documentation.
- Submit the completed form and documentation to the WSU Global Campus Registrar’s Office.
- Your student account will be billed a \$10 non-refundable processing fee regardless of the committee’s decision to approve or deny your request.
- Your request may take 4 to 6 weeks to process.
- If you have questions, email online.registrar@wsu.edu, or call 800-222-4978 or 509-335-9252.

Last name	First name	Middle initial	WSU ID number	Phone number (include area code)
Mailing address				
WSU email address		Other email address		

Please list the term for which you are petitioning, check the appropriate box, and include the information required for your selection:

Term:

<input type="checkbox"/>	<p>Cancellation of enrollment (Withdrawing from ALL courses):</p> <p>Are you petitioning for a tuition adjustment?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<input type="checkbox"/>	<p>Drop a course(s) after the deadline (List the course(s) you wish to receive a drop for):</p> <p>Course:</p> <p>Course:</p>
<input type="checkbox"/>	<p>Withdraw from a course(s) after the deadline:</p> <p>Course:</p> <p>Course:</p>

<input type="checkbox"/>	<p>Add a course(s): <i>(Instructor's approval required. May result in additional tuition charge.)</i></p> <p>Course:</p> <p>Section:</p> <p>Course:</p> <p>Section:</p>
<input type="checkbox"/>	<p>Add a course to audit, or change a course from a letter grade to audit: <i>(Instructor's approval required.)</i></p> <p>Course:</p> <p>Section:</p>
<input type="checkbox"/>	<p>Change a course from a letter grade to a pass/fail grade: <i>(Academic consultant's approval required. UCORE and GER courses cannot be taken pass/fail.)</i></p> <p>Course:</p> <p>Section:</p>
<input type="checkbox"/>	<p>Change a course from a pass/fail grade to a letter grade:</p> <p>Course:</p> <p>Section:</p>
<input type="checkbox"/>	<p>Other (please explain) :</p>

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you an international student?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you an active WSU student-athlete?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Did you receive veteran's benefits for the semester you are petitioning?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Did you receive financial aid for the semester you are petitioning?

- ✓ In the box below, please describe the reasons for your request and the outcome you seek by filing this petition. Use additional pages if necessary.
- ✓ Include specific dates of illness, doctor visits, advisor meetings, etc. in your written statement.
- ✓ Provide documents that corroborate your statement.
- ✓ Sign and date this form before filing your petition with the Global Campus Registrar's Office.

- I understand a **\$10 non-refundable processing fee** will be added to my student account for filing this petition.
- In addition, if I am filing this petition for a cancellation of enrollment (withdraw from all courses in spring or fall semester), I understand a cancellation fee will be applied on my student account. If I have already cancelled my enrollment for spring or fall, I understand the cancellation fee will remain on my student account. (Summer cancellations of enrollment do not have a cancellation fee.)
- **I understand that petitions without supporting documentation are denied.**
- I certify that I have given true and accurate information and will submit supporting documentation.

Student signature (sign after printing)	Date
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Mail, fax, or scan/email completed form and supporting documentation to:

WSU Global Campus Registrar
PO Box 645220
Pullman, WA 99163
online.registrar@wsu.edu
Fax: 509-335-4850
Phone: 509-335-9252 or 800-222-4978