



## **PULLMAN-Undergraduate Student Petition for Academic Calendar Deadlines**

**Important Instructions: Read this page before submitting your petition.**

**Please allow 4 to 6 weeks to process your request.**

**You will receive a letter by mail to the address you indicate on the petition form.**

Academic Regulation 57 in the WSU Catalog requires petitions to be submitted within two years of the date of enrollment. Your petition is a request for the University to make an exception to an academic deadline. Your petition will be reviewed by a committee that meets approximately every two weeks. **Petitions are considered ONLY in the case of extraordinary circumstances.** Examples 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 classes, or precluded your ability to drop, withdraw, or cancel your enrollment by the deadline. Missing a deadline, receiving a low grade, or changing majors are not considered extraordinary.

- **Documentation is extremely important! 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.** (See examples of types of documentation below.) Your petition must provide supporting documentation for the committee to use in reviewing your request. 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, advisor, etc. Letters and statements of support should be on letterhead, or emailed directly to the email below, and include a review of the circumstances with specific dates and a recommendation. In your written statement, be sure to include as many specific dates and names as possible. You may attach a separate letter if you need additional space.

### **Examples of Documentation:**

- WSU Student Health and Wellness Services letter of support
- WSU Counseling and Testing Services letter of support
- Medical documentation from non-WSU personnel. Provide a letter **on letterhead** from your health care provider that includes a brief description of the medical condition, the approximate date the condition began, and how that condition affected your ability to function academically.
- advisor's statement, on letterhead or directly emailed to the email address below
- instructor's statement, on letterhead or directly emailed to the email address below
- coach's statement, on letterhead or directly emailed to the email address below
- Access Center statement, on letterhead or directly emailed to the email address below
- Dean of Students statement, on letterhead or directly emailed to the email address below
- Office of Financial Aid statement, on letterhead or directly emailed to the email address below
- copies of prior correspondence (letters, e-mails, etc.)
- counseling records
- court records
- proof of non-attendance
- other documented extraordinary circumstances

Regardless of the committee's decision, you will be billed a **\$10 non-refundable processing fee** on your student account for filing the petition.

Remember to **sign and date the attached form** and return the petition package to the Registrar's Office, Room 346, French Administration Building, mail to PO Box 641035 Pullman, WA 99163, or fax to 509-335-7823.

Questions can be referred to (509) 335-3812 or emailed to [undergrad.petitions@wsu.edu](mailto:undergrad.petitions@wsu.edu).

Complete form and return to 346 French Administration Building or mail/fax/email to:  
 Washington State University  
 Registrar's Office, Box 641035  
 Pullman, WA 99164-1035  
 Fax: (509) 335-7823 Email: [undergrad.petitions@wsu.edu](mailto:undergrad.petitions@wsu.edu)

Questions please contact:  
 (509) 335-3812  
[undergrad.petitions@wsu.edu](mailto:undergrad.petitions@wsu.edu)

## WSU PULLMAN UNDERGRADUATE STUDENT PETITION FORM

Use this form to petition exceptions to **academic calendar deadlines**.

**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.**

Name (Last, First, MI):			Student ID#:	
Mailing Address:			Email:	
City:	State:	Zip:	Phone :	

**Please complete the following information. Read all options, then check the appropriate box.**

	<b>Drop Course(s)</b> (remove course(s) without transcript record) Normal drop deadline is 30 <sup>th</sup> day of the spring & fall semester. <sup>1</sup>
	<b>Withdraw from Course(s)</b> (final grade of 'W') Normal withdrawal period is from the 31 <sup>st</sup> day through the 13 <sup>th</sup> week. <sup>1</sup>
	<b>Cancellation of Enrollment</b> (withdraw from <u>all</u> courses in a term) A cancellation fee will apply, excluding summer. <sup>2</sup> <b>Note:</b> For current term cancellations (first day through the Friday before finals week) cancel online at <a href="http://www.cancel.wsu.edu">www.cancel.wsu.edu</a> .
	<b>Cancellation of Enrollment with Tuition Adjustment</b> (withdraw from <u>all</u> courses in a term) A cancellation fee will apply, excluding summer. <sup>2</sup> See tuition adjustment policy at <a href="http://www.registrar.wsu.edu">www.registrar.wsu.edu</a> .
	<b>Add Course(s)</b> <i>Instructor's approval required. May result in additional tuition.</i>
	<b>Add an Audit/Change to Audit</b> <i>Instructor's approval required.</i>
	<b>Letter Grade Change to Pass/Fail Grade</b> <sup>3</sup> <i>Advisor's approval required. (NO UCORE or GER courses)</i>
	<b>Pass/Fail Grade Change to Letter Grade</b>
	<b>Other</b> (please explain) :

YEAR <u>20</u>		<input type="checkbox"/> FALL		<input type="checkbox"/> SPRING		<input type="checkbox"/> SUMMER	
Course Subject (example-English)	Course Number (example-101)	Section # (ex. 2)	# Units (ex. 3)	Instructor's Last Name (example – Anderson)	Additional Notes		

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Are you an international student (on an F-1 or J-1 visa)?
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Are you an active student-athlete?
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Did you receive VA Benefits for the semester you are petitioning?
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Did you receive Financial Aid for the semester you are petitioning?
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Are the courses (is the course) taught via Web/Angel only (i.e. <u>not</u> taught face-to-face)?
				Who is your academic advisor?

<sup>1</sup>For information regarding dropping and withdrawing from courses, see [Academic Regulations](#) 67 & 68 in the WSU catalog.

<sup>2</sup>For information regarding cancellation of enrollment, see [Academic Regulation](#) 70 in the WSU catalog.

<sup>3</sup>No courses designated as meeting University Common Requirements (UCORE) or General Education Requirements (GER) may be taken pass, fail. See [Academic Regulation](#) 50 in the WSU catalog.

- ✓ Please briefly describe the reasons for your request and the outcome you seek by filing this petition. Describe what impact these circumstances had on your ability to complete your classes or meet the normal deadline.
- ✓ Include **specific dates** of illness, doctor visits, advisor meetings, etc. in your written statement.
- ✓ Provide documents that support your petition. See petition instruction sheet for examples.
- ✓ Sign and date this form before filing your petition with the Pullman 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, or have submitted, supporting documentation.

<i>Student Signature</i>	<i>Date</i>
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