GRADUATE STUDENT PETITION PROCESS

To petition for an exception to a graduate school or academic calendar deadline, please use the *Graduate Student Petition Form* on the next page to submit your request.

The completed petition form and *all* supporting documents can be submitted in person, by mail or fax to:

- **Office:** WSU Vancouver Office of Student Affairs, Student Services Building
- **Mail:** WSU Vancouver Office of Student Affairs  
  Attn: Petitions Committee  
  14204 NE Salmon Creek Ave.  
  Vancouver, WA 98686
- **Fax:** (360) 546-9032  
  Attn: Petitions Committee

Specific information regarding the petition process for graduate students is outlined on the form. **Please note that most graduate student requests are reviewed and acted upon by the Graduate School in Pullman.**

Questions regarding the petition process should be directed to the WSU Vancouver Office of Student Affairs at (360) 546-9236 or email petitions@vancouver.wsu.edu.

Revised 10/15/2012
GRADUATE STUDENT PETITION FORM
WASHINGTON STATE UNIVERSITY

1. Fill out this petition form completely and accurately. Return completed form to the Graduate School.
2. Contact your department directly for the final decision of your petition which will be recorded on this form.

Name (Last, First Mi)          I.D. Number

E-Mail Address                Phone (    )

Campus:  Pullman  Tri-Cities  Vancouver  Spokane  DDP  Department:

☐ Check here if you are WSU faculty or staff
☐ Check here if you have a Graduate Assistantship (If on an assistantship, you can not DROP courses below 10 credits.)
☐ Check here if you are an International Student (If yes, you will need OISS approval.)

Please check the appropriate box:  (Requires Instructor/Advisor and Department Chair Approval)

☐ Add Course(s)
☐ Drop Course(s) -- (normal drop deadline is the 30th day of the semester)¹
☐ Withdraw from Course(s) -- (normal withdrawal period is from 31st day through the 9th week)¹

Cancellation of Enrollment
If you want/need to withdraw from all your classes for the current term, go to: http://www.cancel.wsu.edu
and personally cancel your enrollment.

☐ My cancellation of enrollment has been processed and I am now petitioning for the following (please explain):

☐ Add Audit Course  ☐ Change Letter Grade to Audit
☐ Change Letter Grade to Pass/Fail Grade  ☐ Change Pass/Fail Grade to Letter Grade
☐ Waive $25 Late Registration Fee
☐ Other (please explain)

¹ For information about dropping and withdrawing from courses, see Academic Regulations 67-69 in the WSU Catalog
(http://www.catalog.wsu.edu/General/AcademicRegulations/ListBy/67-69).

Please check the appropriate boxes and list the specific course information:

☐ Fall of _______ (year)  ☐ Spring of _______ (year)  ☐ Summer of _______ (year)

Add  Drop

☐ ☐ Course Prefix and Number  Section Number  Amt of Credits
☐ ☐ Course Prefix and Number  Section Number  Amt of Credits
☐ ☐ Course Prefix and Number  Section Number  Amt of Credits
☐ ☐ Course Prefix and Number  Section Number  Amt of Credits
☐ ☐ Course Prefix and Number  Section Number  Amt of Credits

Please continue request on the back of this form.
REASONS: Please describe the reasons for your request. If more space is needed, attach additional comments. Allow 10 business days for your request to be processed. To check the status of your request, please refer to myWSU or consult your department.

Student Signature

Advisor Name (Print)  Advisor Signature

Instructor Name (Print)  Instructor Signature

Instructor Name (Print)  Instructor Signature

Instructor Name (Print)  Instructor Signature

Instructor Name (Print)  Instructor Signature

Instructor Name (Print)  Instructor Signature

Department Chair Name (Print)  Department Chair Signature

International Programs (If applicable)

For official use only -- do not write in the space below.

Comments/Dean of the Graduate School:

Final decision:  DENY  APPROVE  DATE:

Dean of Graduate School Signature:

1/2009