Important information and instructions:
Your petition is a request for the University to make an exception to an academic calendar deadline. *Petitions are considered ONLY in the case of extraordinary circumstances.* Common 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.

- The explanation of your extenuating circumstances and the verifiable documents you provide are the primary basis the committee will use to approve or deny your request. (See examples of types of documentation below.) Simply forgetting a deadline, receiving a low grade, or changing your major are not considered extraordinary circumstances.

1. Complete both sides of the Undergraduate Student Petition Form and submit it to the WSU Vancouver Office of Student Affairs. *Petitions and all supporting documentation must be received by 5:00pm the last working day of each month to be considered at the next Petitions Committee meeting (usually held the second Thursday of each month).*
2. Arrange for all instructors to email a statement directly to van.petitions@wsu.edu verifying non-attendance or stating last date of attendance.
3. On the back of the petition, explain the extenuating circumstances that impacted your ability to meet the posted deadline(s). Be sure to include specific dates and names.
4. Attach all supporting documentation to your petition. 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.

Limitations (Academic Regulation 57):
[http://www.catalog.wsu.edu/Vancouver/AcademicRegulations/ListBy/57](http://www.catalog.wsu.edu/Vancouver/AcademicRegulations/ListBy/57)

- Requests for exceptions to the academic 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.

Examples of Documentation:

**Medical Documentation**
A letter from your health care provider on clinic/agency letterhead that 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.

**Non-medical Documentation**
- Advisor statement e-mailed directly from the advisor to van.petitions@wsu.edu
- Copies of prior correspondence (letters, e-mails, etc.)
- Financial aid documents
- Counseling or court records
- Other proof of non-attendance or “extraordinary circumstances” (all letters from companies/agencies external to WSU must be on letterhead with appropriate signature)

Remember to sign and date the petition form and submit the form and all supporting documentation to:
Washington State University Vancouver
Office of Student Affairs
14204 NE Salmon Creek Ave.
Vancouver, WA 98686
Fax: 360-546-9032

Questions? Call 360-546-9236 or e-mail van.petitions@wsu.edu

**Petitions and all supporting documentation must be received by 5:00pm on the last working day of each month to be considered at the next Petitions Committee meeting (usually held the second Thursday of each month).**

Graduate students must submit a Graduate Student Petition Form to request any exceptions to the academic calendar or graduate school deadlines. This form is available on the Web at [http://studentaffairs.vancouver.wsu.edu/files/inserted-files/grad_petition.pdf](http://studentaffairs.vancouver.wsu.edu/files/inserted-files/grad_petition.pdf). 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.
UNDERGRADUATE STUDENT PETITION FORM

Please list your current address, email, and phone number.  
NOTE: The Petition Committee's decision is sent to you via U.S. Mail at this address.

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MI)</th>
<th>I.D. NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>Apt. No.</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Current Email:</td>
<td></td>
</tr>
</tbody>
</table>

Please check the appropriate box.

☐ Drop course past deadline *(normal drop deadline is the 30th day of the semester)*

☐ Withdraw from course past deadline *(normal withdrawal period is from the 31st day through the 13th week of the semester)*

☐ Waive late fees for Term/Year __________ (specify which fees in your written statement)

☐ Change letter grade to pass/fail *(requires advisor's written approval; GER courses cannot be taken pass/fail)*

☐ Change Pass/Fail to letter grade

☐ Retroactive cancellation of enrollment for Term/Year __________ (withdrawal from all courses after the last day of instruction for a specific semester)

☐ Other (please explain)

For information regarding dropping and withdrawing from courses, see Academic Regulations 57 and 67-69 in the WSU catalog: [http://www.catalog.wsu.edu/vancouver/academicregulations](http://www.catalog.wsu.edu/vancouver/academicregulations)

Please complete the following information for course-related petitions:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Year 20____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course prefix/number</td>
<td>Section #</td>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>Course prefix/number</td>
<td>Section #</td>
<td>Credits</td>
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<td>Course prefix/number</td>
<td>Section #</td>
<td>Credits</td>
<td></td>
</tr>
</tbody>
</table>

(Continued on next page)
REASONS: Please briefly describe the extraordinary circumstances which are the basis of your request (use additional pages if necessary). Attach documents that support your petition.

Student Signature

Date