

# WASHINGTON STATE UNIVERSITY

## UNDERGRADUATE STUDENT PETITION FORM

**Please fill out form and return it to:**

Washington State University  
2710 University Drive  
Richland, WA 99352

**For questions please call:**

(509) 372-7498

**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.**

**A nonrefundable \$10.00 processing fee will be added to your student account for filing the petition.**

### **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. Indicate where the committee should send its response: Local or Permanent Address (**circle one**).

NAME (Last, First, MI)				I.D. NUMBER	
LOCAL ADDRESS	Street	City	State	Zip	Phone
				( )	( )
PERMANENT ADDRESS	Street	City	State	Zip	Phone
				( )	( )

<b>Yes</b>	<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 (withdrawal from all courses—100 cancellation fee will also apply)
<input type="checkbox"/>	Waive \$25 Late Registration Fee
<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.

