SPOKANE-Undergraduate and Professional 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 address 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 Spokane 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
• 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
• Student Financial Services 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 130, Academic Center, mail to PO Box 1495 Spokane, WA 99210, or fax to 509-358-7538.

Questions can be referred to (509) 358-7530 or emailed to spok.reg@wsu.edu.
**WSU SPOKANE UNDERGRADUATE AND PROFESSIONAL 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.

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<tr>
<th>Name (Last, First, MI):</th>
<th>WSU ID#:</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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<td>City:</td>
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<td>Zip code:</td>
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<td>Email:</td>
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<td>Phone:</td>
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Please complete the following information. Read all options, then check the appropriate box.

- **Drop Course(s)** (remove course(s) without transcript record), Normal drop deadline is the 30th day of the spring & fall semester.\(^1\)
- **Withdraw from Course(s)** (final grade of ‘W’), Normal withdrawal period is from the 31st day through the 13th week.\(^1\)
- **Cancellation of Enrollment** (withdrawal from all courses in a term), A cancellation fee will apply, excluding summer.\(^2\)
- **Add Course(s)** Instructor’s approval required. May result in additional tuition.
- **Add an Audit/Change to Audit** Instructor’s approval required. May result in audit fees.
- **Letter Grade Change to Pass, Fail Grade** Advisors approval required. *(NO UCORE or GER courses)*
- **Pass, Fail Grade Change to Letter Grade**
- **Other (Please Explain.)**

<table>
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<tr>
<th>YEAR</th>
<th>TERM (circle one)</th>
<th>FALL</th>
<th>WINTER (MD only)</th>
<th>SPRING</th>
<th>SUMMER</th>
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<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Are you an international student (on an F-1 or J-1 visa)?</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Did you receive VA Benefits for the semester you are petitioning?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Did you receive Financial Aid for the semester you are petitioning?</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Are the courses (is the course) taught via Web/Blackboard only (i.e. not taught face-to-face)?</td>
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Who is your academic advisor?

\(^1\)For information regarding dropping and withdrawing from courses, see Academic Regulations 67 & 68 in the WSU catalog.

\(^2\)For information regarding cancellation of enrollment, see Academic Regulation 70 in the WSU catalog.

\(^3\)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 instructions sheet for examples.

Sign and date this form before filing your petition with the Spokane 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.

Student Signature (REQUIRED) Date

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

<table>
<thead>
<tr>
<th>Petition Committee decision:</th>
<th>DENY</th>
<th>APPROVE</th>
<th>HELD for below</th>
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<tr>
<td>Documentation/Research required:</td>
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<td>Date requested from source:</td>
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Comments:

Final decision: DENY APPROVE Date: