



## **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 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](mailto:spok.reg@wsu.edu).

Complete form and return it to SAC 130 or mail/fax/email to:

Washington State University Spokane  
Registrar's Office, SAC 130  
PO Box 1495  
Spokane, WA 99210  
Fax: (509) 358-7538 Email: [spok.reg@wsu.edu](mailto:spok.reg@wsu.edu)

For questions please call:

(509) 358-7530

## 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.**

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

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

<input type="checkbox"/>	<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>
<input type="checkbox"/>	<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>
<input type="checkbox"/>	<b>Cancellation of Enrollment</b> (withdrawal 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 <a href="http://www.cancel.wsu.edu">www.cancel.wsu.edu</a>
<input type="checkbox"/>	Add Course(s) <i>Instructor's approval required. May result in additional tuition.</i>
<input type="checkbox"/>	Add an Audit/Change to Audit <i>Instructor's approval required. May result in audit fees.</i>
<input type="checkbox"/>	Letter Grade Change to Pass, Fail Grade <i>Advisors approval required. (NO UCORE or GER courses)</i>
<input type="checkbox"/>	Pass, Fail Grade Change to Letter Grade
<input type="checkbox"/>	Other (Please Explain.)

YEAR 20_____		TERM (circle one) : FALL      WINTER (MD only)      SPRING      SUMMER			
Course Subject/Prefix (example-English)	Course Number (example-101)	Section # (ex. 2)	# Credits (ex. 3)	Instructor's Last Name (example – Anderson)	Additional Notes

<b>Yes</b>	<b>No</b>	Are you an international student (on an F-1 or J-1 visa)?
<b>Yes</b>	<b>No</b>	Did you receive VA Benefits for the semester you are petitioning?
<b>Yes</b>	<b>No</b>	Did you receive Financial Aid for the semester you are petitioning?
<b>Yes</b>	<b>No</b>	Are the courses (is the course) taught via Web/Blackboard 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.

- [illegible]

- |                                     |             |
|-------------------------------------|-------------|
| <i>Student Signature (REQUIRED)</i> | <i>Date</i> |
|-------------------------------------|-------------|

Petition Committee decision:	DENY	APPROVE	HELD for below
Documentation/Research required:	Date requested from source:		
Comments:			
Final decision:	DENY	APPROVE	Date:

Revised 3/17