

## UNDERGRADUATE STUDENT PETITION FOR EXCEPTIONS TO THE ACADEMIC CALENDAR DEADLINE

**Important Information: Read this page before submitting your petition.  
Please allow 4 to 6 weeks to process your request.**

Your petition is a request for the University to make an exception to an academic deadline due to **extraordinary circumstances** that affected your attendance and completion of classes, or precluded your ability to drop, withdrawal, or cancel your enrollment by the deadline. Common examples include a serious illness, a death in the immediate family, a medical emergency, or a university error. Missing a deadline, receiving a low grade, or changing majors are not considered extraordinary circumstances.

Your request will be reviewed by a committee. Regardless of the committee's decision, you will be billed a **\$10 non-refundable processing fee** on your student account for filing the petition.

Academic Regulation 57 requires petitions to be submitted within two years of the date of enrollment.

**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.) It is your responsibility to provide adequate documentation that corroborates your statement. The Registrar's Office cannot initiate contact with your doctor, advisor, etc. On the back of the petition form, explain the circumstances for your request. Explain how these circumstances affected your ability to meet the academic deadline. Include specific dates and names. Attach additional pages as needed.

### **Medical Documentation**

Medical Documentation **on letterhead** from your health care provider must be provided with your petition. The documentation should provide a description of the medical condition, the approximate date the condition began, treatment rendered, and how that condition affected your ability to function academically.

### **Other Documentation**

#### **Examples of Non-Medical Documentation:**

- Advisor's statement on letterhead
- Instructor's letters on letterhead (showing non-attendance, if appropriate)
- Copies of prior correspondence (letters, e-mails, etc.)
- Financial aid statements
- Counseling records or court records
- Other proof of extraordinary circumstances

**If you are receiving Veteran's benefits, contact the WSU TC Certifying Official to determine how this petition could affect your benefits.**

**If you are receiving financial aid, contact the financial aid counselor to determine how this petition could affect your financial aid.**

**Sign and date the attached form and return the petition package to the Campus Registrar's Office in the West Building room 269.**

**For questions, phone the WSU Tri-Cities Campus Registrar at (509) 372-7351.**

**Undergraduate Student Petition for Exceptions to Academic Calendar Deadlines**  
**Petitions must include supporting documentation or they will be denied**

**Return completed form and supporting documentation to:**  
 WSU Tri-Cities Campus Registrar, Room West 269  
 Washington State University Tri-Cities  
 2710 Crimson Way  
 Richland, WA 99354

**For questions call**  
 (509) 372-7351

**DIRECTIONS:**

1. **Read the Important Information on the attached first page**
2. **Fill out petition form and attach supporting documentation**
3. **Submit completed form and documentation to the WSU Tri-Cities Campus Registrar's Office**
4. **Your student account will be billed a \$10 non-refundable processing fee regardless of the Committee's decision to approve or deny your request**
5. **Your request may take 4 to 6 weeks to process**

Last Name	First Name	Middle Initial	WSU Student I.D. Number
Mailing Address			
WSU Student E-mail Address	Other E-mail Address	Phone Number ( )	

<input type="checkbox"/>	Check here if you are an international student (on an F-1 or J-1 visa).
<input type="checkbox"/>	Check here if you are receiving Veteran's benefits for the semester you are requesting a petition. You must speak with the School Certifying Official to discuss how this petition will affect your benefits.
<input type="checkbox"/>	If you receive financial aid, check the box after you have spoken with the financial aid counselor to discuss how this petition will affect your financial aid.

***Please read all options and check the appropriate box***

<input type="checkbox"/>	Drop course(s) after the deadline <sup>1</sup>
<input type="checkbox"/>	Withdraw from some course(s) after the deadline <sup>1</sup>
<input type="checkbox"/>	Withdrawal from <i>all</i> courses--Cancellation of Enrollment. <b>A \$100 cancellation fee will apply</b> <i>Note: To cancel classes for the current term from the first day of class through the Friday before the start of final exams, use the online form at <a href="http://www.cancel.wsu.edu">www.cancel.wsu.edu</a></i>
<input type="checkbox"/>	Add course(s) after the deadline <b><i>Requires written instructor approval. May result in additional tuition</i></b>
<input type="checkbox"/>	Add an audit course after the deadline <b><i>Requires written instructor and advisor approval</i></b>
<input type="checkbox"/>	Change "Letter Grade" to "Pass/Fail Grade" after the deadline <b><i>Requires written advisor approval</i></b>
<input type="checkbox"/>	Change "Pass/Fail Grade" to "Letter Grade after the deadline"
<input type="checkbox"/>	Other (explain)

<sup>1</sup>For information regarding dropping and withdrawing from courses, see Academic Regulations 67-69 in the WSU catalog

