

Date Received:

Office Use Only

Academic Petition

Step 1: Student Information

Last Name: _____ First Name: _____
 Student ID Number: _____ WOU Email: _____

Step 2: Requested Exception

Complete separate forms for multiple requests

- Apply to Graduate (late)**
 Add a class (after week 2)*
 Drop a class (after week 4)*
 Extension of Incomplete
 Withdraw from a class (after week 7) *
 University graduation requirement
 Grade mode change S/NC (late)
 UG Course Overload: Credits _____
 Other _____

Step 3: Instructor Section

***If you have requested to add, drop, or withdraw from a class after the deadline, you must have your instructor complete this section.**

CRN: _____ Subject/Number: _____ Instructor Signature: _____ Provide an email from the instructor
 Late add -- 1st day of attendance: _____ Late drop/withdrawal -- last day of attendance: _____
 Instructor Comment: _____ Provide an email from the instructor

Step 4: Student Explanation

Please explain in detail why you are seeking this exception. If extraordinary circumstances contributed to you seeking this exception, we strongly encourage you provide documentation of your circumstance for full consideration. If you're disclosing sensitive information in this petition, please visit <http://www.wou.edu/registrar/academic-petition-guidelines/> for more information. All members of the committee are non-confidential employees/mandatory reporters.

Advisor: Provide an email from your advisor for graduation, incomplete extension, and course overload petitions

 Print _____ Signature _____

Student: Send the petition from your WOU email in lieu of a signature and ID

 Signature

If withdrawing from ALL courses for medical reasons please use the Medical Withdrawal Form and take it to the Dean of Students in Ackerman Hall Room 173.

Step 5: Office Use Only

Action Taken: None Approved Denied Conditional Date: _____

Comments: _____

Signature: _____ Print Name: _____