

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Apply to Graduate (late) | <input type="checkbox"/> Add a class (after week 2)* | <input type="checkbox"/> Drop a class (after week 4)* |
| <input type="checkbox"/> Extension of Incomplete | <input type="checkbox"/> Withdraw from a class (after week 7) * | <input type="checkbox"/> University graduation requirement |
| <input type="checkbox"/> Grade mode change S/NC (late) | <input type="checkbox"/> UG Course Overload: Credits _____ | <input type="checkbox"/> 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 <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional <input type="checkbox"/>	Date: _____
Comments: _____	
Signature: _____	Print Name: _____