

Important Information:

1. Complete separate forms for multiple requests.
2. You do have the option to submit your petition as a PDF file from your WOU email address. This will serve as verification in place of a physical signature. We will accept a WOU email from your instructor or advisor that will serve as verification in place of their physical signature.
3. If you were dropped from a course due to nonparticipation, you are not eligible to add the class. If you did not participate in a class during the first two weeks of the term (comparable time frame for summer) you are not eligible to add the class.
4. If withdrawing from **ALL** courses for medical reasons, use the Medical Withdrawal form and submit the form to the Dean of Students.
5. The decision of the Academic Review Committee solely addresses your academic request, it has no bearing on your student bill or debt with the institution. Requests for exceptions to the refund schedule must be submitted to Accounting & Business Services. For more information email BusinessOffice@wou.due or call 503-838-8201.

Student ID _____ **Student Email** _____

First Name _____ **Last Name** _____

I acknowledge that it is my responsibility to be aware of deadlines for adding/dropping/withdrawing from courses.

Student Signature _____ **Date:** _____

SELECT ONE (if applicable):

- Add a class late Drop a class late Withdraw from a class late Other

Course Information: Term/Year: _____ CRN _____ Subject/Number: _____ # of Credits: _____

***The instructor must complete the section below.**

Late add – 1st day of attendance: _____ **Late drop/withdrawal** – last day of attendance: _____

Instructor Signature _____ **Date** _____

SELECT ONE (if applicable):

- Apply to Graduate (late) University Graduation Requirement UG Credit Overload: Credits: _____ Other

Advisor Signature* _____ **Date** _____

(*Advisor signature only required for graduation and course overload petitions.)

REQUIRED Student Explanation: Explain in detail why you are seeking this exception. If extraordinary circumstances contribute to you seeking this exception, we strongly encourage you to provide documentation of your circumstances for full consideration. If you're disclosing sensitive information, go to <https://wou.edu/registrar/academic-petition-guidelines/> for more information. All members of the committee are non-confidential employees/mandatory reporters.

Office use only:

- SFAREGS SHADEGR SHACRSE Notified Student

Received by & date _____

Processed by & date _____