

## Checklist for Submitting a General Petition

- **Petitions requesting an exception to University policies, procedures and deadlines must have documented evidence of University error or misinformation**
- **Failure to drop a class does not constitute University error**
- **Approval of a petition does not necessarily indicate there will be a change in your account balance**
- **Incomplete petitions will not be reviewed**
- **Petitions are reviewed by a committee. Most petitions are reviewed within 2-3 weeks of submission.**

Prior to submitting a petition, gather the following information:

1. General Petition form (unless documented hardship – see NOTE below)\*
2. Personal statement regarding the circumstances leading up to the petition
3. Written verification from each professor stating your last date of attendance or participation in the class or online/Canvas (for petitions requesting change in withdrawal date or change due to non-attendance)
4. Copy of any correspondence from Financial Aid regarding your aid – if pertinent to the circumstances of your petition
5. Any other documentation which can substantiate your petition

**\*NOTE:** If you are seeking to withdraw from a course after the full (or half) refund deadline due to a hardship (e.g., medical emergency, death in family, incapacitating illness) and are requesting a full/half refund based on last date of attendance, please contact the Student Life Office (OM 240) to complete a Hardship/Dean's Withdrawal Petition.

To continue and fill out the general petition, scroll down to page 2 of this document



Academic Term:  
 Fall       Spring      Year: \_\_\_\_\_  
 Winter       Summer

**Registrar's Office**  
 Old Main 230  
 360-650-3432  
 GeneralPetition@wwu.edu

# General Petition

University rules, regulations and deadlines are published in the University Catalog and are available on-line through the Registrar's Office website. It is the student's responsibility to be aware of the deadlines and ensure that forms are submitted and transactions are completed prior to the published deadlines. Washington State RCW 28B.15.600 prescribes policy for WWU to provide refunds and establish deadlines.

The General Petition may be used to request an exception to University policies, procedures and deadlines (Add/Drop, Late Course Withdrawal, etc.) **in cases where there is documented University error or misinformation.** This petition is not a substitute for petitioning graduation requirements, credit evaluations, residency or any other institutional policies that have a separate petitioning process.

General Petitions are reviewed by a committee; the timeliness of decisions is dependent upon the details provided and thoroughness of the petition. If you are requesting a withdrawal due to hardship (e.g., an extended illness, injury, personal issues/emergency, etc) please contact the Student Life Office, OM240, (360-650-3706) or visit their website for complete information and application (osl.wwu.edu/deans-withdrawals).

Please Print Legibly

|                                                                                                                                                                          |  |                  |        |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|--------|-----------------|
| Last:                                                                                                                                                                    |  | First:           | MI:    | ID:             |
| Street Address:                                                                                                                                                          |  | City:            | State: | Zip:            |
| WWU E-mail: _____@wwu.edu                                                                                                                                                |  | Preferred Phone: |        | Date Submitted: |
| Non-WWU E-mail: _____                                                                                                                                                    |  | (      )         |        |                 |
| I receive financial aid: <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                        |  | Signature:       |        |                 |
| I anticipate this petition to affect my tuition and fees and request review by the Student Business Office: <input type="checkbox"/> Yes <input type="checkbox"/> No     |  |                  |        |                 |
| I am a varsity athlete; this petition may affect my eligibility: <input type="checkbox"/> Yes <input type="checkbox"/> No    Last date of attendance _____<br>(Required) |  |                  |        |                 |
| I am requesting exception to (state specific policy, procedure or deadline):                                                                                             |  |                  |        |                 |

## ATTACH PERSONAL STATEMENT:

Please attach a personal statement along with any supporting documentation. There is no required length or specific style; however, it is extremely important that you be clear, concise, sequential, and address the specific nature of your request. Supporting evidence/documentation relating directly to your request is recommended and should be referenced in your personal statement. If you did not attend a class, it is necessary that you include verification from the professor. **Please note, a late withdrawal request to avoid a failing grade will not be granted.**

Submit this General Petition, your personal statement and any additional documents to the Registrar's Office, Old Main 230, or GeneralPetition@wwu.edu. You will be notified of the committee's decision. Thank you.

## RO Office only

|                                                            |                    |                        |
|------------------------------------------------------------|--------------------|------------------------|
| Received Date:                                             | Date to Committee: | Student Notified Date: |
|                                                            |                    | By:                    |
| Decision:                                                  |                    |                        |
| ___ Approved    ___ Denied / Other Action _____ Date _____ |                    |                        |