

College of Health Professions Petition Guidelines

Request to Late Drop from a Current Semester Course

After the final date to drop a course with a “W” on the transcript, the *Exceptions Committee* requires that the student obtain the following information from the instructor: signed drop form, status of student in the class (passing or failing), and whether or not the instructor supports the request (**see *Department Representative signature area on page 3**). This information along with the signed petition form must then be submitted to the exceptions representative in the appropriate college office.

Request for Late Withdrawal from a Prior Semester

1. Complete a drop slip for each course.
2. Complete the Exceptions Form as directed.
3. Include semester, course title and CRN.
4. State the reason for the lateness of the request. If the request is for a selective withdrawal, you must explain why you only want to withdraw from that course rather than a complete withdrawal from all courses in that semester.
5. Provide written documentation (i.e. letter from a doctor or employer, a medical statement, a newspaper clipping, etc.) making sure pertinent dates are clearly indicated.
6. Written support from the instructor would be beneficial.
7. After meeting with an advisor, deliver the petition to the exceptions representative in the appropriate college office.

Admission/Readmission to the University

1. Request admission or readmission for a specific semester or term.
2. Explain reasons for previous low grades, including any circumstances or unusual events which contributed to these grades.
3. Provide written documentation (i.e. letter from doctor or employer, a medical statement, a newspaper clipping, etc.), making sure pertinent dates are clearly indicated.
4. State what you have been doing since you last attended school and why you believe things will now be different.
5. Specify particular actions you will take to improve your grade point average if you are accepted by the University.
6. Provide copies of all transcripts if you have attended other schools since being dismissed.
7. After you have met with an advisor, discussed the above guidelines and completed the petition, deliver the petition to the exceptions representative in the appropriate college office.
8. Follow-up is your responsibility. Your advisor will inform you of the method in which the decision will be communicated to you.

Other Exceptions to Catalog/Degree Requirements

1. Submit completed Exceptions Form to exceptions representative in college office indicating the reason for your request.
2. Include supporting documentation for all requests.

All requests must be readable. Type it or print clearly. Read it for clarity.

Application for Exception to Catalog Regulations
College of Health Professions

Please complete both pages and submit to **CHP Advising Office in Room 402 Ahlberg Hall**

WSU ID _____ Date _____

Major (please circle one): Pre-program or Professional _____

REQUIRED – I have checked my “Hold Status” on MyWSU
(Go to “Self Service”–“Student Menu”–“Student Records”–“View Holds”)

_____ No hold _____ *I have a hold

*If you have a hold on your MyWSU record, this may affect the processing of your petition. Please contact the appropriate WSU office.

Please state in a single sentence the nature of your request (i.e. readmission to the University, late drop of course(s), waiver of requirement, etc.), the semester(s) involved, course(s) involved, and CRN(s) involved if any.

NOTE: Late adds & drops (after posted deadlines) within the current semester require a drop/add form signed by the instructor (must be included with this petition), signatures on petition form, approval from our office, and supporting documentation.

Justification for request (please attach additional and/or supporting pages to assist in your petition):

Documentation attached: _____
