



College of Engineering
Academic Petition Form



Section A Complete Instructions Provided on Page 2 – Please Read Before Completing Form

Name _____ Student ID _____
Email _____ Phone _____ Today's Date _____
Course to which this request applies¹: _____ Proposed semester of registration: _____
Course CRN (for WSU courses): _____ Department _____
 Undergraduate Graduate Current GPA _____ Credits Earned to Date _____

Policy that you are requesting a waiver to:

Complete Sections A, B, & D

- Prerequisite/co-requisite requirements
- Professional status requirements
- Other² _____

Complete Sections A & D

- Late withdrawal from class (after 5th week)
- Late registration in a class (after 2nd week)

Complete Sections A, C, & D

- Registration for a technical course at an outside institution
- Transfer credit equivalency re-evaluation (include official transcript and syllabus)

Section B – Missing Requirements

Prerequisite, co-requisite, or pre-professional requirement(s) that you are missing: _____

When do you plan on taking the missing requirement (specify semester): _____

Please provide information on pre-/co-requisites that you have completed for this course (use additional sheet if necessary)

Course	Semester Completed	Grade

Section C – Transfer Credit

Institution at which you took/wish to take the course: _____

WSU course for which you believe this course is equivalent: _____

Section D – Reason for Request (Use an additional sheet if necessary)

Signature of Submitting Student _____

Section E - Action

Request Approved Request Denied Date _____

Rationale behind decision _____

Signature _____ Name/Title _____

List of authorized signatures is provided on reverse

Falsified or incomplete information can result in the denial of appeal and further disciplinary action.

¹ Please document the course for which you want to register at WSU (for pre-req/co-req waivers) or that you are requesting to transfer. In the case of a course for transfer, please use the course identification at the institution where the credit was/will be earned.

² Please describe your petition completely and attach necessary documentation

Instructions and Background

The College of Engineering and its Departments have established academic policy in order to support strong educational programs within the College. These policies have been implemented following substantial discussion among the faculty and administrators of the Departments and College based on established educational objectives.

It is a student's right to request an exception to policy in cases of extenuating circumstances. However, these requests must be substantiated with documentation of circumstances and facts that support a request. Only in cases of truly exceptional circumstances should a petition be filed. Petitions should first be directed to your home department or the department offering the course to which the request applies. After a departmental decision is made, it is the right of a student to appeal that decision to the Dean's Office and finally the Provost's Office.

In order to provide for a "paper trail" in the petition and possible appeals process, this form has been implemented to document both the request and the decisions that are made. Petitions and appeals will only be considered if presented on this form. The form should be completed electronically and emailed to the appropriate individual. A hard copy should also be provided, attached to copies of any materials that substantiate a request. This may include transcripts from other institutions, syllabi and examples of work, course descriptions, and evidence of extenuating circumstances. It is preferable that original copies not be included in order to prevent their loss, with the exception of transcripts for transfer credit evaluation. If additional space is required to complete this form, please attach an additional page to both the electronic and hard copy formats. The petition will be reviewed by the appropriate departmental representatives, and a response will be provided via email and in hard copy through this form within two weeks. If additional time is required by the department, due to an extended investigation, the student will be notified of the revised decision date. A copy of the petition will be maintained in electronic format in the student's advising file for future reference. The hard copy will be returned to the student with a decision and rationale indicated, along with the substantiating documentation.

Initial petitions should be made to the following individuals:

- *Biomedical Engineering* – Graduate Chair (Graduate)
- *Chemical Engineering and Materials Science* – Department Chair (Undergraduate) or Graduate Director (Graduate)
- *Civil and Environmental Engineering* – Department Chair (Undergraduate) or Graduate Director (Graduate)
- *Electrical and Computer Engineering* – Department Chair (Undergraduate) or Graduate Director (Graduate)
- *Industrial and Manufacturing Engineering* – Undergraduate Director (Undergraduate) or Graduate Director (Graduate)
- *Mechanical Engineering* - Undergraduate Director (Undergraduate) or Graduate Director (Graduate)
- *Basic Engineering Courses and Undecided Students* – Associate Dean for Academic Affairs
- *Engineering Technology* – Division Chair

Policy: Any requests for a waiver of academic policy should be made in advance of taking any action (e.g. registering for a course) that relies on the decision. If such a time line is not followed, students must include in their request the rationale behind the delayed submission of this form. Only petitions filed two weeks or more before the beginning of the intended semester will be guaranteed a response.

Appeals: Academic policy allows a student to appeal a decision made at the department level to the Dean's Office and the Provost's Office, in that order. Appeals should only be made in exceptional circumstances – departmental decisions are taken with substantial care and thought. An appeal to the Dean's Office should be described in a cover letter and should include the reason for the request. The cover letter must be submitted with the hard copy of the petition form, indicating the department's decision and rationale, and all supporting materials. The appeal must be made within 30 days of the original, departmental decision. A decision will be rendered within two weeks of the receipt of a complete appeals packet.