

College of Arts and Sciences Requirement Petition

Important information: Students may need to petition for College graduation requirements due to extenuating circumstances. Your petition is a request to substitute or waive a college graduation requirement. These requirements are:

1. The additional foreign language requirement
2. The additional Humanities, Social Sciences, or Arts course
3. The additional science lab requirement

University graduation requirements, University Common Requirements, Transfer Course Substitutions, and Honors petitions should be referred to the Office of Undergraduate Education and the University Requirements petition should be completed.

Department graduation requirements are to be referred to your department advisor or chair.

Student Instruction: It is your responsibility to respond to the questions to explain your circumstances, what you would like to be resolved, and what justification may be considered. You should also attach any documentation to be considered for evaluation, e.g., High School transcript, course descriptions, course syllabus, instructor comments, etc. **Please sign the petition and forward to your academic advisor for processing.**

Your advisor will provide a statement with additional documentation and forward the petition package to the College Advising Director for processing. After one to two weeks, you and your advisor will receive a notification of final determination through your email.

Advisors:

Include all documentation:

- For the foreign language petition, provide a copy of your High School transcript
- Course description and/or syllabus for all substitutions

Each petition is a request for a single action. Do not combine actions on a petition.

The Advisor recommendation should be a detailed explanation to clarify circumstances.

COLLEGE OF ARTS AND SCIENCES – COLLEGE GRADUATION PETITION

NAME: _____ **EXPECTED GRADUATION DATE:** _____

WSU ID#: _____ **MAJOR:** _____

LOCAL ADDRESS: _____ **EMAIL ADDRESS:** _____

_____ **PHONE NUMBER:** _____

☐ I petition to **substitute** (course and course number): _____

From (college or university): _____

Final grade: _____ Semester/Quarter hours: _____

To fulfill the following requirement: _____

1. What is the reason for the petition request?

2. Why are you unable to complete the requirement?

3. Why should this course be considered for a substitution?

OR

☐ I petition to **waive** the following requirement: _____

1. Why are you unable to complete the requirement?

Recommendation by advisor:

Please provide a complete rationale for support, and all other options considered for this student.

Student Signature

Date

Academic Advisor Signature

Date

Advisor name (print) _____

Campus Zip _____ Phone # _____

Email _____

☐ Recommend Approval

☐ Recommend Denial

College Dean or Designee Signature

Date

☐ Approved

☐ Denied

☐ Other

Additional comments: