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, Arts course OR EQJS 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 grad: _______  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.