



Name \_\_\_\_\_ WSU ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ College of Health Professions Major \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

International Student \_\_\_\_\_ VA \_\_\_\_\_

WSU Email \_\_\_\_\_

**Part I:** State in a single sentence your request. Common requests include readmission, late withdrawal of courses, and waiver of graduation requirements. Be specific. For late withdrawals, include course names and semesters. For graduation requirements, identify the actual requirement for which you request an exception.

**If applying for readmission, please indicate which semester you wish to begin taking classes:**

Fall          Spring          Summer          Year 20 \_\_\_\_\_

**Part II:** Justification Letter (One Page Maximum)

**Checklist:**

1. Justification letter must be typed and no longer than one page. Please check for spelling and grammar.
2. Must include relevant information about what happened and your plan to remedy any problems.
3. If you cite medical, employment, or serious personal issues, you **must** include documentation.
4. Attach unofficial copies of transcripts if you attended another school after leaving WSU.
5. Submit your petition to the CHP Advising Office.

**OFFICE USE ONLY BELOW THIS POINT**

<u>College Committee Decision</u>	<u>University Committee Decision</u>
APPROVE          DENY	APPROVE          DENY
_____	_____
_____	_____
_____	_____
_____	_____

## **Guidelines for Completing Your Petition**

**Advising:** Petition forms will not be presented to the committee unless you speak with a CHP advisor in Ahlberg Hall 402, and the advisor signs the form. This step is required to make sure you have been given proper guidance on the nature of your request, the contents of your justification letter and supporting documentation, and the possible ramifications if your request is granted. Please be aware that an advisor cannot guarantee any particular decision regarding your request; our office does not have the authority to approve or deny a petition.

**Delivery:** The petition form and your letter can be submitted to our office by mail, email, or in person. If you do not turn in your petition in person, please call the CHP Advising Office