

UNDERGRADUATE PETITION FORM

Undergraduate Petition A university, like all institutions, must have rules and regulations. Occasionally however, unusual circumstances occur so that a student is unduly penalized by these regulations. A student may use this form to petition for an exception to any academic regulation, program requirement, or course substitution. **Do not** use this form to petition for readmission or to appeal a grade that you feel was improperly assigned by the instructor.

[Undergraduate Petition Policy](https://www.wright.edu/academic-affairs/policies/undergraduate-petition-policy) <https://www.wright.edu/academic-affairs/policies/undergraduate-petition-policy>

Actions you may petition include but are not limited to:

- Removal of hours and points (Course and grade remain on record but grade is not used in calculating GPA, except for calculation of Latin Honors at graduation.)
- Regulation waiver (Request waiver of institutional policy or requirement.)
- Appeal a course substitution or transfer decision (Substitute a course or apply a transfer course to a program requirement.)
- Retroactively add, drop, or withdraw from a course after the appropriate deadline.

A petition to drop one or more classes or to withdraw from all classes for a particular term is granted only in the following instances:

- University error
- When you petition before grades are assigned and extenuating circumstances warrant such action

In these rare instances, the Undergraduate Petitions Committee will recommend approval of your petition to the chief academic officer, who will take final action.

Time limit on petition

Except in rare instances where extenuating circumstances warrant such action, petitions will not be reviewed for terms completed more than five years ago.

How to word your petition

It is important to state your petition as clearly as possible. Your opening statement should explain what you wish to petition-e.g., "I would like to remove hours and points for ACC 204 taken fall term 2011." OR "I would like to remove hours and points for ACC 2010 taken fall term 2012." Be sure to include dates and all other pertinent information. **Explain the reasons an exception should be made. Explain why you did not drop by the drop deadline date. If you are asking to drop some, but not all courses in a particular term, you must explain why the circumstances affected only the classes you are petitioning to drop.**

How to document your petition

Your petition **must** be submitted with supportive information (from a source other than you in addition to your personal documentation) which verifies your circumstances. Possible sources of such verification may include statements from your employer, doctor, advisor, professor, or anyone who can help validate your circumstances. Letters of support should be typed on letterhead paper and should confirm all relevant dates. **Please be aware that these documents are often necessary to support your petition, but their submission does not guarantee approval of your petition. Petitions without supporting documentation will be held for one additional month before being automatically submitted for review without documentation.**

What happens to the petition

Your petition first goes to a college petition committee where it is either approved or denied. If your petition is for a college or departmental regulation, this is the final action on the petition. If the petition refers to a university regulation, it is reviewed by the university-wide committee for final action. **If denied, you may re-petition if additional information becomes available.**

Where to get help

You should consult with your advisor to make sure you have clearly stated and documented your petition. Return your completed petition, with documentation attached, to Raider Connect, in the Student Union. The Undergraduate Petitions Committee meets regularly throughout the academic year. The meeting dates are posted on Raider Connect's web pages. You will be informed by mail of the action taken on your petition. **Lake Campus students should submit their completed petitions and documentation to the Lake Campus Petitions Representative in 114 Dwyer Hall.**



UNDERGRADUATE PETITION FORM PERSONAL STATEMENT

Raider Connect
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001
(937) 775-4000
FAX: (937) 775-5597
RaiderConnect@wright.edu

Check (☑) the appropriate box(es)

1. Actions you may petition:

- Remove hours and points (Course and grade remain on record but grade is not used in calculating GPA, except for calculation of Latin Honors at graduation.)
- Drop (Receive a designation of "W" for one or more [but not all] courses for the current term.)*
- Withdraw (Receive a designation of "W" for all courses for the current term.)*
- Add (Retroactively add one or more courses after the appropriate deadline.)
- Substitute course (Or apply a transfer course to a program requirement.)
- Waive Regulation (Request waiver of institutional policy or requirement.)

**Must submit petition before the end of the term in which the course(s) were taken.*

2. Are you receiving, or have you received, VA benefits for the term you are petitioning? Yes No

3. Supporting documents attached: Advisor Military Employer Medical Other

4. Last date attended during term for which you are petitioning: _____ (MM/DD/YYYY)

5. Term(s) for which you are petitioning (Fall, Spring, Summer and Year) _____

Complete items 1. through 5. before proceeding to item 6.

6. I would like to petition to: (attach additional pages if needed)

Signature

Date

<p>College Committee Action:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Tabled</p> <p><input type="checkbox"/> For the record only</p> <p><input type="checkbox"/> Petition denied due to insufficient documentation. You may re-petition, accompanied by supporting documentation.</p> <p>Committee remarks:</p>	<p>University Student Petitions Committee Action:</p> <p><input type="checkbox"/> Concurs with action of College Committee</p> <p><input type="checkbox"/> Reverses action of College Committee</p> <p><input type="checkbox"/> Tabled</p>
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Please print clearly. This is your mailing label.

Name (First Middle Last)

UID

Name (First Middle Last)

**Telephone Number

**Address

Major

**City/State/Zip

Are you currently registered? Y N
Last term enrolled _____

****Your phone and/or address will be updated information if different from our student information system.**