In unusual circumstances, students may be eligible for an exception to an academic regulation, program requirement, or for a course substitution. A student may submit a request for such an exception or substitution according to our policy. **Submit an appeal by starting and completing a petition form, per the instructions below.**

**To START a petition form**

- [Undergraduate Fee Petition Form (DocuSign)](https://app.docusign.com/home)
- Validate your email address
- Enter the code you will receive via email

- To complete the document - select FINISH
- To save and return later - select FINISH LATER

**To RETURN to a petition form you already started**

- Click the REVIEW DOCUMENT link in the email you received when you selected FINISH LATER

- You may also log in to DocuSign [https://app.docusign.com/home](https://app.docusign.com/home)
  - Navigate to the Manage option
  - In the Inbox you will find your document – click SIGN to continue or complete

The Undergraduate Petition Policy may be found here: [https://policy.wright.edu/policy/4090-undergraduate-petition-policy](https://policy.wright.edu/policy/4090-undergraduate-petition-policy)
UNDERGRADUATE PETITION FORM

1. STUDENT INFORMATION

Name ___________________________ Phone ___________________________

UID ___________________________ Street ___________________________

Email ___________________________ City/ST/Zip _______________________

Major ___________________________ College ___________________________

2. ACTION(S) REQUESTED

Current Term Action (petition must be submitted before the end of the term in which the course(s) were taken)

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

Prior Term Action (petition received after the end of the term)

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

Other Action(s)

Add Course(s) - 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 (specify with details below)

3. TERM: Year Fall Spring Summer (only one term permitted, per petition)

4. PETITION DETAILS:

5. SUPPORTING DOCUMENTATION (Required)

Use link(s) at right to upload supporting document(s)

____________________________________________________

Signature Date
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. Only one term per petition is allowed.

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, via DocuSign. The Undergraduate Petitions Committee meets regularly throughout the academic year. You will be informed by Email of the action taken on your petition.