Undergraduate Petition
Instructions

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)
- 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
  - 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
Undergraduate Petition
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 using the Undergraduate Petition Form. The Undergraduate Petition Form is not for appeals for readmission or to appeal a grade. Only one term per petition is allowed.

In particular, 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

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

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 or if student has graduated.

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 drop or withdraw from ACC 2010 taken this current term.”
- 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. Please be aware that these documents are often necessary to support your petition, but their submission does not guarantee approval of your petition.

Examples of extenuating circumstances which might support your petition are:
- Accident or sudden, severe illness for which medical treatment was received
- Unexpected hospitalization
- Death of a family member
- Unanticipated out-of-town assignment by employer
- Incarceration
- Other medical or mental health emergencies*

Documentation from your physician, employer, agency, etc. must be on letterhead and contain the dates pertaining to your situation to verify your inability to attend class.

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. Committees meet once monthly (except for July). If denied, you may re-petition if additional information becomes available.

Where to get help
You should consult with your advisor or student success coach to make sure you have clearly stated and documented your petition. Return your completed petition, with documentation attached, via DocuSign. You will be informed by Email of the action taken on your petition.
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 ____________________