

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.**

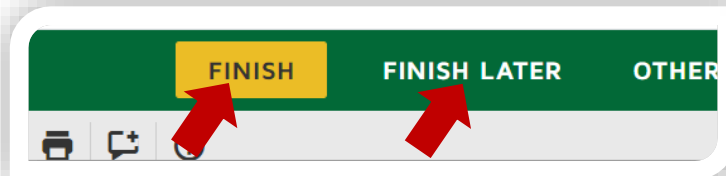
Review and prepare required documentation to support the circumstances of your petition.

To START a petition form, click to open the following link

- [Undergraduate Fee Petition Form \(DocuSign\)](#)
- **Validate** your email address
- **Enter the code** you will receive via email

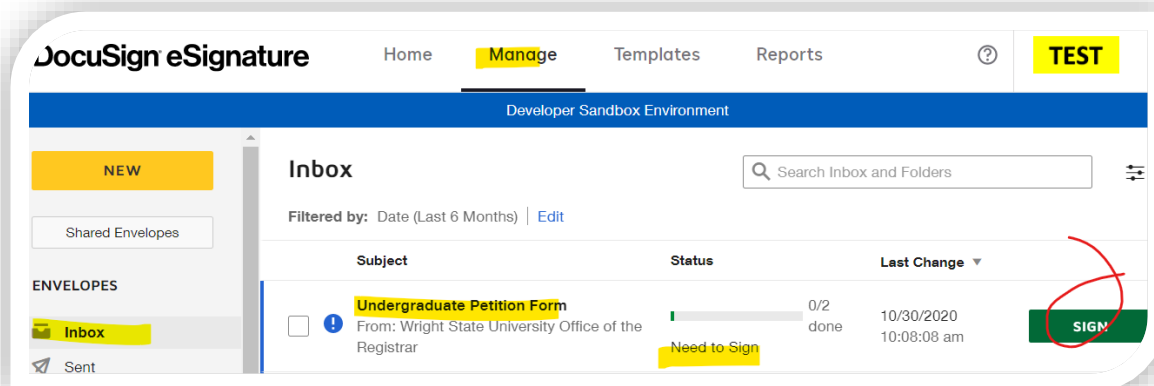
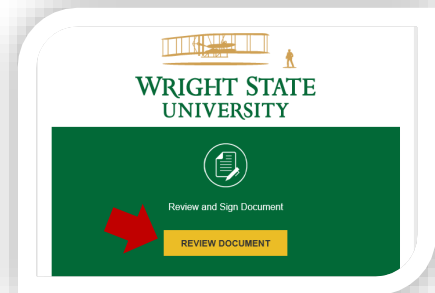


- **To complete** the document - select **FINISH**
- **To save and return later**- select **FINISH LATER**



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](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 FORM

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
- 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 one year 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 drop or withdraw from ACC 2010 taken Spring term 2021".
- 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 before submitting. Return your completed petition, with documentation attached, via DocuSign. You will be informed by Email of the action taken on your petition.

**UNDERGRADUATE
PETITION FORM**

1. STUDENT INFORMATION

Name	_____	Phone	_____
UID	_____	Street	_____
Email	_____	City/ST/Zip	_____
Major	_____	College	_____

2. TERM: Year _____ Fall _____ Spring _____ Summer *(only one term permitted per petition)*

3. LAST DATE ATTENDED during term for which you are petitioning: _____ (MM/DD/YYYY)

4. ACTION(S) REQUESTED

- ☐ Drop/withdraw and receive a designation of "W":
 ☐ For all courses for the Term
 ☐ For Specific course(s) for the Term: _____
- ☐ 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 in details below)

5. PETITION DETAILS: *(attach added explanation file via link(s) below if space provided is insufficient)*

**UNDERGRADUATE
PETITION FORM**

6. EXTENUATING CIRCUMSTANCE(S) AND REQUIRED DOCUMENTATION

Provide the required documentation as listed for each circumstance applicable to you (**check all that apply**)

___ **Caregiver Responsibilities**

(unexpected caregiver responsibilities)

- Medical documentation and/or letter signed by an external, licensed physician
- Legal documentation (i.e. power of attorney)
- FMLA leave documentation
- Proof of impact on daily life and activities

___ **Extreme Medical Conditions**

(documented hospitalizations, inability to return to school, FMLA leave)

- Medical documentation and/or letter signed by an external, licensed physician

___ **Work Changes/Military Duty**

(documented changes that conflict with class schedule and are beyond the student's control)

- Letter on company letterhead signed by your supervisor
- Military Orders

___ **Incarceration**

- Date of incarceration
- Court documentation
- Release information

___ **Death of Immediate Family member**

(spouse, child, parent, siblings, legal guardian, grandparent or legal court advocate)

- Obituary or Death Certificate

___ **Victim of a Crime or Catastrophic Event**

- Police report with dates and times
- Explanation of how this made student miss the withdrawal deadline
- Explanation of impact on coursework and reasons for inability to complete class(es)

___ **Homeless**

- A letter on letterhead from a homeless shelter, social worker, clergy member with church affiliation, or other professional support organization

___ **Did not attend**

- Written confirmation from each instructor that you did not attend or participate in the course

___ **Other**

- Provide clear and official documentation with dates and substantiating evidence of the circumstances described in your Petition Statement

**UNDERGRADUATE
PETITION FORM**

Documentation of extenuating circumstances is required before a decision can be made. Submission of documentation does not guarantee approval of your petition.

7. ATTACH ALL SUPPORTING DOCUMENTATION ➡

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

8. STUDENT CONFIRMATION (initial to indicate acknowledgement of each statement)

___ My extenuating circumstances prevented me from following the Wright State University Course Drop Deadline policy: <https://policy.wright.edu/policy/3510-course-drop-deadline-policy>

___ I understand that submission of a petition and documentation does not guarantee approval.

___ I understand that I may be required to submit additional documentation if my current documentation does not substantiate my request.

___ I understand that if I received federal financial aid, I should consult with RaiderConnect regarding my financial aid prior to submitting this petition.

___ I understand that an incomplete petition will be automatically denied and will not be reviewed by the Undergraduate Petition Committee.

___ I understand that if the petition is approved and courses listed on the petition have been withdrawn, my financial aid, graduation date and/or registration may be affected.

___ I understand that the Undergraduate Petition Committee meets monthly (excluding July) to review petitions and that I will receive written notification via email of the committee decision.

___ I understand if the withdrawal petition is denied by the petitions committee, I remain responsible for my courses and will receive the grade my instructors submit at the end of the term along with any financial repercussion this may cause.

9. STUDENT SIGNATURE

Student Signature

Date