

# WASHINGTON STATE UNIVERSITY UNIVERSITY REQUIREMENT PETITION

*Petitions should be submitted no later than the term prior to graduation*

What are you looking for?	When should you use it?	Routing for Signatures
<b>University Graduation Requirement Petition</b>	To fulfill University graduation requirements: <ul style="list-style-type: none"> <li>• 2.0 minimum gpa</li> <li>• 40 upper division credits</li> <li>• 120 credits</li> </ul>	1. Student 2. Academic Coordinator 3. Department Chair 4. College Dean or Designee 5. Office of Undergraduate Education <i>zip 4519, CUE 403, 335-5699</i>
<b>General Education Requirement/ University Common Requirement Petition</b>	To fulfill General Education Requirements/University Common Requirements	1. Student 2. Academic Coordinator 3. College Dean or Designee 4. Office of Undergraduate Education <i>zip 4519, CUE 403, 335-5699</i>
<b>Honors to General Education Requirements/University Common Requirements</b>	To fulfill General Education/ University Common Requirements not covered by Honors Curriculum, if a student is leaving Honors College	1. Student 2. Academic Advisor in major 3. Office of Undergraduate Education <i>zip 4519, CUE 403, 335-5699</i>

**Please include with all petitions:**

- 1. Current Advisement Report**
- 2. Copies of all transcripts and Transfer Credit Report if transfer student**
- 3. Course descriptions and/or syllabi for all substitutions**

NAME: \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_

WSU ID #: \_\_\_\_\_

MAJOR: \_\_\_\_\_

LOCAL ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

WSU E-MAIL:  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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I petition to **substitute** (course prefix and course number): \_\_\_\_\_

From (college or university): \_\_\_\_\_

Final grade: \_\_\_\_\_ Semester/Quarter hours: \_\_\_\_\_

To fulfill the following requirement: \_\_\_\_\_

1. What is the reason for the petition request?
  
  
  
  
  
  
  
  
  
  
2. Why are you unable to complete the requirement?
  
  
  
  
  
  
  
  
  
  
3. Why should this course be considered for a substitution?

**OR**

I petition to **waive** the following requirement: \_\_\_\_\_

1. Why are you unable to complete the requirement?

***Recommendation by advisor:***

Please provide a complete rationale for support, and all other options considered for this student.

<b>Student Signature</b> _____	<b>Date</b> _____	
<b>Academic Advisor Signature</b> _____	<b>Date</b> _____	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial
Advisor name (print) _____ Campus Zip _____ Phone # _____ Email _____		<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial
<b>Department Signature</b> _____	<b>Date</b> _____	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial
<b>College Dean or Designee Signature</b> _____	<b>Date</b> _____	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial

<b>Vice Provost for Undergraduate Education</b> _____	<b>Date</b> _____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Other
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**Additional comments:**

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