

Guidelines for Students and Advisors who are submitting a petition to the University Requirement Petitions Committee

The University Requirement Petitions Committee reviews petitions for substitution or waiver of university graduation requirements. It does not review petitions regarding program- or college-level requirements.

The committee considers two main types of petitions:

University Graduation Requirements:

2.0 minimum grade point average

40 upper division credits

120 total credits

University Common Requirements (UCORE) course substitutions

Transfer courses from another accredited institution, including courses that may fulfill

UCORE's new EQJS designation

Education abroad courses (Please consult Education Abroad Equivalencies)

Non-UCORE WSU courses, including Honors courses

Expectations of student/advisor petitioners

Per Academic Regulation 108, students have the ultimate responsibility for meeting all graduation requirements.

Students, in consultation with advisors, should regularly consider how decisions to withdraw from courses or otherwise make changes to programs of study might impact fulfillment of graduation requirements.

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

Requests for substitutions versus requests to waive requirements

Petitions for substitution stand a higher chance of approval than petitions to waive requirements. The committee will consider requests to waive requirements, including credit hour or GPA minimums or unfulfilled UCORE requirements, only in extreme extenuating circumstances.

UNIVERSITY REQUIREMENT PETITION
Washington State University

Petitions should be submitted no later than the term prior to graduation. Include with any petition type: current advisement report and copies of all transcripts. Include course syllabi and descriptions for all substitution petitions. Submit petition and accompanying materials to univreq.petitions@wsu.edu.

What type of petition do you seek?		Required signature routing prior to submission of petition
	Waive 2.0 minimum G.P.A.	<ol style="list-style-type: none"> 1. Student 2. Academic advisor 3. Department chair 4. College dean or designee
	Waive/substitute minimum 40 upper division credits	<ol style="list-style-type: none"> 1. Student 2. Academic advisor 3. Department chair 4. College dean or designee
	Waive minimum 120 total credits	<ol style="list-style-type: none"> 1. Student 2. Academic advisor 3. Department chair 4. College dean or designee
	Fulfill University Common Requirements (UCORE) with transfer course(s) from another institution	<ol style="list-style-type: none"> 1. Student 2. Academic advisor
	Fulfill UCORE with Honors course(s) (student is leaving Honors College prior to completion of Honors coursework)	<ol style="list-style-type: none"> 1. Student 2. Academic advisor in major
	Fulfill UCORE with Education Abroad course(s) (seeking pre-approval prior to Education Abroad semester) Some courses already pre-approved: Education Abroad Equivalencies	<ol style="list-style-type: none"> 1. Student 2. Academic advisor
	Fulfill UCORE with existing WSU non-Honors course(s) that do not hold the UCORE designation(s) sought	<ol style="list-style-type: none"> 1. Student 2. Academic advisor 3. College dean or designee

NAME: _____

EXPECTED GRADUATION DATE: _____

WSU ID #: _____

MAJOR: _____

WSU Campus: _____

WSU E-MAIL: _____

LOCAL ADDRESS: _____

PHONE NUMBER: _____

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 note all other options considered for this student.

