

## **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](mailto: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"> <li>1. Student</li> <li>2. Academic advisor</li> <li>3. Department chair</li> <li>4. College dean or designee</li> </ol>
	Waive/substitute minimum 40 upper division credits	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Academic advisor</li> <li>3. Department chair</li> <li>4. College dean or designee</li> </ol>
	Waive minimum 120 total credits	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Academic advisor</li> <li>3. Department chair</li> <li>4. College dean or designee</li> </ol>
	Fulfill University Common Requirements (UCORE) with transfer course(s) from another institution	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Academic advisor</li> </ol>
	Fulfill UCORE with Honors course(s) (student is leaving Honors College prior to completion of Honors coursework)	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Academic advisor in major</li> </ol>
	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"> <li>1. Student</li> <li>2. Academic advisor</li> </ol>
	Fulfill UCORE with existing WSU non-Honors course(s) that do not hold the UCORE designation(s) sought	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Academic advisor</li> <li>3. College dean or designee</li> </ol>

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

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

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

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

WSU Campus: \_\_\_\_\_

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

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

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 note all other options considered for this student.

\_\_\_\_\_  
**Student Signature/Approval** **Date**

If student unable to sign, verification of approval required.

Recommend Approval

Recommend Denial

\_\_\_\_\_  
**Primary Academic Advisor Signature** **Date**

Advisor name (print) \_\_\_\_\_

Campus Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Recommend Approval

Recommend Denial

\_\_\_\_\_  
**Department Chair Signature** **Date**

Recommend Approval

Recommend Denial

\_\_\_\_\_  
**College Dean or Designee Signature** **Date**

Approve

Deny

Other

\_\_\_\_\_  
**Vice Provost for Academic Engagement  
and Student Achievement** **Date**

**Additional comments:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_