University rules, regulations and deadlines are published in the University Catalog and are available on-line through the Registrar’s Office website. It is the student’s responsibility to be aware of the deadlines and ensure that forms are submitted and transactions are completed prior to the published deadlines. Washington State RCW 28B.15.600 prescribes policy for WWU to provide refunds and establish deadlines.

The General Petition may be used to request an exception to University policies, procedures and deadlines (Add/Drop, Late Course Withdrawal, etc..) in cases where there is documented University error or misinformation. This petition is NOT a substitute for petitioning graduation requirements, credit evaluations, residency or any other institutional policies that have a separate petitioning process.

General Petitions are reviewed by the Registrar; the timeliness of decisions is dependent upon the details provided and thoroughness of the petition. If you are requesting a withdrawal due to hardship, i.e., an extended illness, injury, personal issues/emergency, etc., please contact the Student Life Office, VU 506, (360-650-3706) or visit their website for complete information and application (http://www.wwu.edu/dos/office/docs/HardshipWithdrawalPetition.pdf).

**ATTACH PERSONAL STATEMENT:**
Please attach a personal statement along with any supporting documentation. There is no required length or specific style; however, it is extremely important that you be clear, concise, sequential, and address the specific nature of your request. Supporting evidence/documentation relating directly to your request is recommended and should be referenced in your personal statement. If you did not attend a class, it is necessary that you include written verification from the professor. Please note, a late withdrawal request to avoid a failing grade will not be granted.

Submit this General Petition, your personal statement and any additional documents to the front counter staff in the Registrar’s Office, Old Main 230 (fax: 360-650-7327; Registrar.Office@wwu.edu). You will be notified of the committee’s decision. Thank you.