



WPI

Office of the Registrar
100 Institute Road
Worcester, MA 01609
Phone: 508-831-5211
Fax: 508-831-5931

Undergraduate Student Petition Form

Instructions:

1. Complete Part I.
2. Complete Part II.
3. Attach any documentation pertinent to your petition, such as instructor approvals or confirmations.*
4. Submit the form to the Office of the Registrar.

The petition will be reviewed by the Associate Registrar who will either make a decision or forward to the appropriate committee. If the matter remains unresolved after the student receives the decision, the student should submit a written request to appeal to the University Registrar within one week of the decision.

* If you wish the reviewer to take into consideration medical/psychological factors, you may have your health provider submit the [Petition Support Documentation form](#) (available at www.wpi.edu/+registrar) to the Student Development and Counseling Center. The form will be reviewed by the appropriate WPI professional health care staff, who will make a recommendation to the reviewer for consideration during the review process. The form itself will be kept confidential; only the recommendation will go to the reviewer. *If you plan to submit this additional documentation, please check the box below to alert staff to hold your petition. Once the recommendation is received, your petition will be forwarded for review.*

Yes, I plan to provide the [Petition Support Documentation form](#).

Part I (please print):

Name: _____ Student ID: _____

Email: _____ Phone: _____

Major: _____ Class Year: _____

Part II – Reason for Petition:

Late Course/Project Registration Changes (if more than one, attach separate sheet)

Course/Project: _____ Instructor: _____ Add or Drop: _____

Other (use lines below to provide brief description of request, or attach separate sheet)

Please attach any documentation you wish to provide supporting your petition, such as instructor confirmations of class attendance or advisor support. Emails used for support must come from WPI email accounts to be considered.

Office Use Only

Approved Rejected Comments: _____

Signature: _____ Title: _____ Date: _____