



# WASHKEWICZ COLLEGE OF ENGINEERING

## STUDENT PETITION FORM

Process flow for this form: Student to Advisor then to the Office of Associate Dean for Academic Affairs

Student Name: \_\_\_\_\_ CSU Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Major Field: \_\_\_\_\_

International Student (visa holder)    **Yes**\_\_\_    **No**\_\_\_

### **Directions to Student:**

1. Word your petition carefully and clearly, giving reasons for requesting the granting of this petition.

**Your petition should be typed and attached to this cover page.**

2. If requesting a **LATE WITHDRAWAL (ONE YEAR TIME LIMIT)** the student must attach a statement from the instructor regarding performance and attendance on the date of request.

3. Take this petition to your faculty advisor for his/her recommendation. Your advisor will submit this petition to the ENGINEERING DEAN'S OFFICE.

4. Appropriate documentation must be attached in support of your petition. I hereby certify that the statement in the attached document is true.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comment of Advisor:**    **Recommend:**    **Yes**\_\_\_    **No**\_\_\_

Please give reasons and return this form to the Engineering Dean's Office, FH104.

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Advisor's Name \_\_\_\_\_ Signature and Date: \_\_\_\_\_

**COMMITTEE DECISION:**    **Approve:**\_\_\_\_\_    **Disapprove:**\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature and Date: \_\_\_\_\_