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.

Advisor’s Name: __________________________ Signature and Date: __________________________

COMMITTEE DECISION:   Approve: _____   Disapprove: _____

Additional Comments: __________________________________________________________

Signature and Date: __________________________

Form: PL 103