

# Petition to Request a Grade of Withdraw Pass (WP)

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 [registrar@msvu.ca](mailto:registrar@msvu.ca)

This form must be submitted to the Registrar's Office prior to last day of class each term.

## Personal Information

Student ID#	Last Name	First Name(s)		
Apartment/Street	Town/City	Province	Postal Code	
Program of Study	(____) Phone Number	Mount Email Address		

## Course Information

Course (including section number)	Academic Term and Year
Faculty Name	Unit Value

Components of the course remaining to be completed:

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Supporting documentation (ie. medical, legal, other, etc) must accompany each request.  
Your petition request will not be processed without supporting documentation.

Please provide a detailed account of the circumstances which have prevented the course completion:

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This form must be submitted to the Registrar's Office prior to last day of class each term.

\_\_\_\_\_ Date

\_\_\_\_\_ Student Signature

## Petition to Request a Grade of Withdraw Pass (WP) Continued

Student's Name:

Student ID#:

Phone:

<b>To be completed by the Registrar's Office:</b>		<input type="checkbox"/> Documentation Attached
_____	_____	
Date	Registrar's Office Signature	
Sent to Faculty on: _____		Faculty should respond by: _____
<b>Faculty Approval</b>		
Grade earned to date based on completed coursework: _____		
Final Grade Decision: _____		
_____	_____	
Date	Faculty Signature	
<b>Dean Approval</b>		
_____	_____	
Date	Signature of Dean	
<b>Please return to the Registrar's Office upon completion</b>		
<b>Distribution of Final Decision:</b> <input type="checkbox"/> Student <input type="checkbox"/> Faculty Member <input type="checkbox"/> Dean <b>Date:</b> _____		

### WP Notation

A student who withdraws from a course due to exceptional circumstances after the withdrawal date for academic penalty may petition to the Dean for a grade of WP. If the petition is granted and the student has earned a grade of C- or above in the coursework to the point of withdrawal, a grade of WP will be recorded.

Please note that this information can also be found in the Regulations section, Grading and Examinations subsection, of the Academic Calendars.