



Petition to Request a Grade of Withdraw Pass (WP)

Registrar's Office Halifax NS B3M 2J6 902-457-6117 FAX 902-457-6498
registration@msvu.ca

Complete this form, provide supporting documentation and submit to the Registrar's Office.

The deadline to apply for a WP is the last day of classes for each term – see *Important Dates in the University Year* for the "Last day of Classes" notation.

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:

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:

_____ Date

_____ Student Signature

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

Student Name:

Student ID:

Course Number:

Phone Number:

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

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. The deadline to apply for a WP is the last day of classes for each term – see Important Dates in the University Year for the “Last day of Classes” notation.

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