



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/Surname _____ First Name(s)/Given 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:

☐ 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: ☐ Student ☐ Faculty Member ☐ 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.