

**WICHITA STATE UNIVERSITY**  
**APPLICATION FOR EXCEPTION TO CATALOG REGULATIONS**

*PLEASE TYPE OR PRINT THIS PAGE AND ALL ATTACHMENTS*

Name \_\_\_\_\_ My WSU ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ Major \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

**PART I:** State in a single sentence the nature of your request (i.e., Admission to the University; Late drop of courses; Waiver of "xyz"; graduation requirements), and the semester and courses involved. Please include all relevant data such as dates and section numbers.

\_\_\_ADMISSION/READMISSION    \_\_\_DROP/ADD    \_\_\_EXCEPTION    \_\_\_CFA ONLY    \_\_\_CODE

**PART II:** Justification for request: Attach additional and/or supporting pages if necessary. Documentation is required for petitions regarding medical, employment or serious personal situations. Please see an advisor for assistance.

PLEASE DO NOT USE LINED NOTEBOOK PAPER FOR ATTACHMENTS.

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Advisor/Faculty Signature:

Approved  
 Disapproved

\_\_\_\_\_ Date: \_\_\_\_\_  
Department Representative

Approved  
 Disapproved

\_\_\_\_\_ Date: \_\_\_\_\_  
Dean of Student's College

Approved  
 Disapproved

**COLLEGE COMMITTEE DECISION**

\_\_\_Approved                      Date: \_\_\_\_\_  
\_\_\_Denied                        Comments:

**UNIVERSITY COMMITTEE DECISION**

\_\_\_Approved                      Date: \_\_\_\_\_  
\_\_\_Denied                        Comments:

CHAIRPERSON

## HOW TO IMPROVE YOUR REQUEST FOR AN EXCEPTION

The request for an exception to a College or University regulation is a request for special consideration. The obligation to clearly and completely present the case rests with you. Exceptions are never automatically granted. Do not treat this request as a trivial or casual event.

We have seen many, many requests denied because of poorly completed forms. The guidelines offered here are suggestions for improving the chances of getting favorable approval for your request.

### **1. Get good advice about how to make your best case.**

- a. Schedule an appointment with your advisor to discuss the case. This may be the most important thing you can do. Also, please note that your advisor's signature is required on the petition form.
- b. If the request involves specific courses, schedule an appointment to discuss it with those instructors.

### **2. Complete the form in a clean and clear manner. Include pertinent specifics; be brief.**

- a. The request must be readable. Type it. Read it for clarity.
  - b. Part I of your request should state in a simple declarative statement what you are requesting.
  - c. Part II of your request should state clearly why you feel the request should be granted. If there is special documentation needed then it should be attached. For example, if you claim that an advisor or a faculty member gave you poor information, you need to have that person provide a note acknowledging that claim; or if medical reasons have been a problem, you need to have verification from a doctor.
  - d. Never make a request for an exception simply because you feel the rule is bad or unnecessary. You have to demonstrate why, in your situation, it is bad or unnecessary.
3. When you bring your completed petition to your college office, find out when decisions will be announced. Most cases are automatically appealed to the University Exceptions Committee. Therefore, some delay may occur in announcing decisions. You need to know when decisions are available since you may need to finalize the transaction. *This is particularly true in requests to drop or add classes.*