

Application for Exception to Graduate School Regulations

You must complete all sections and get required signatures before turning in the form to the Graduate School via email to wsugradschool@wichita.edu. When exception has been acted on by the Graduate School, a copy will be sent to the student and Graduate Coordinator at their WSU email. A copy will also be placed in the student's file.

Print First Name & Family Name _____

myWSU ID _____ WSU email _____

Major/ _____

Phone _____ Program _____

Are you an international student attending on an F1 visa? Yes No

I am requesting an exception to:

- Hold an assistantship and work more than 20 hours per week for _____ (semester & year).
- Hold an assistantship and not be enrolled in six (6) hours of graduate coursework for _____ (semester & year).
- Previous semester late withdrawal / late add for _____ (semester & year). Include CRN for all courses to withdrawal/add.
- Other – Identify request (include semester & year if applicable): _____

Explain your request in detail and include all relevant information and documentation. If more space is needed, attach additional pages. Unclear or unsupported requests will be returned with no action. *If your request concerns degree audit or degree completion, an approved Plan of Study must be on file with the Graduate School. If this is your last semester, you must file the Application for Degree prior to submitting the exception form.*

Student Signature Date

Advisor/Supervisor Signature PRINT Last Name Date

Graduate Coordinator OR Department Chair Signature PRINT Last Name Date

- Approve
- Disapprove
- Approve
- Disapprove

THIS SECTION FOR GRADUATE SCHOOL USE ONLY

Graduate School Dean/Designee Signature Date

Comments to Student/Department: No Action

- Approved
- Disapproved