

WICHITA STATE UNIVERSITY
APPLICATION FOR EXCEPTION TO CATALOG REGULATIONS

Name: _____ myWSU ID: _____
 Street address: _____ Major(s): _____
 City, State, Zip: _____
 Phone: _____ Email: _____

This completed petition must be submitted to an Advisor or Records Office staff member no later than _____.
 We will have the results available no later than _____.

Part I: State in a **SINGLE SENTENCE** the nature of your request (i.e. admission to the University; late drop of class(es); waiver of graduation requirements, etc.). Include the semester involved and the course name, number and CRN(s) if applicable. *Note #2 below*, you must also include a typed request.

Part II: Justification for the request (attach documentation and additional pages). Incomplete petitions, or petitions which lack documentation, may not be acted upon or may be denied based on lack of supporting documentation.

CHECKLIST:

- I understand it is strongly suggested that I meet with an advisor prior to submitting my petition.
- I understand I also need to submit a 1 page (max) typed request stating the details and reasons for my request.
- I understand I need to provide all appropriate documentation to justify my claim (emails, invoices, letters, etc.) and that my petition may not be considered if incomplete. Include all transcripts outside of WSU.
- I understand all dates must be clearly indicated in my letter and documentation.
- I understand I also need to obtain a progress report from my Instructors if applicable.
- I understand that I need to make sure all forms and written documentation are **COMPLETE** before returning petition.

PRINT FORM – Sign and date, and return to Business Advising office, CH-008

Advisor Signature

Date

Applicant's Signature

Date

BUSINESS COMMITTEE DECISION

Approved Date: _____

Denied

Comments: _____

 Chairperson

Recommended?

Yes

No

No Comment _____

Instructor:

UNIVERSITY COMMITTEE DECISION

Approved Date: _____

Denied

Comments: _____

 Chairperson

Recommended?

Yes

No

No Comment _____

Department Representative:

(when Instructor is unavailable)

