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PETITION FOR AN EXCEPTION TO HONORS CURRICULUM REQUIREMENTS

OR CATALOG REGULATIONS

Return this completed form to the Honors Office, Shocker Hall A118, or by email to honors@wichita.edu.

Please save form as filename: LastName-petition-date, e.g. Smith-petition-6.6.16

**State your case here.** Feel free to use more room. Include a list of courses you propose to use fulfill a track. Attach any necessary documentation.

**WSU email** (for petition questions and results):

**Mailing Address** (in case confidential information needs to be communicated.)

**WSU ID**:

**Student Name:**

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| --- |
| **Petition for an exception to:**  * HNRS 485 Honors Research Seminar requirement
* University Honors Minor requirements
* Honors Interdisciplinary Track requirements
* Other (Write a brief description of your request.)

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 **Student Signature**: **Date**:

**Faculty Mentor signature** (required for HNRS 485 exceptions): **Date**:

**Faculty Mentor email**: **Phone**:

**For electronic/email submissions, we will consider a name typed above to be a signature.**

**We may contact you or your faculty mentor if we have any questions about your petition.**

**If the faculty mentor has questions, he/she is welcome to call Honors at 316-98-3375 or email honors@wichita.edu**

Procedure Details

The petitioning process is a formal procedure in which your written petition is given careful consideration by the college Dean in consultation with the Honor College Faculty Council, or, if petitioning the Dean’s decision, by a committee established in accordance with the college bylaws. See www.wichita.edu/honors.

**Guidelines for petitions:**

Your petition is a request for special consideration. Please present your case clearly and completely. Meeting with an academic advisor may help clarify your academic goals and improve your petition. You can make an appointment with the Honors academic advisor in Shocker Hall A118 or by phone at 316.978.3375.

**Documentation is essential.** Without documentation, your petition will not be considered, and no action will be taken. Provide enough documentation to substantiate your case. For exceptions to dismissal decisions or for exceptions to catalog regulations for Honors Baccalaureate students, documentation will verify your situation and your statement will explain how your situation affected your academic work. Statements from medical professionals or employers must be on official company letterhead. *Examples of exceptions and necessary documentation can be found on page 2 of this form.*

**Type your petition.**  Neatness makes a good impression. If your statement cannot be read easily, the committee may not understand your situation.  Use at least a paragraph and up to two pages for your explanation or proposal.

**Results:**

Results are returned to you by email the afternoon of the first business day following the review and decision. We make every effort to respond within 4 weeks. To comply with Federal Privacy Laws, we do not release exceptions results over the telephone.

Examples of exceptions and necessary documentation

**Exception to Curriculum Requirements**

**HNRS 485:** A proposal for research or creative activity must be provided. Form must be signed by a faculty mentor. Proposal must include: research/project summary, project timeline and duration, documentation of plans to present the research preferably to an interdisciplinary audience, information about how the proposed research activity meets HNRS 485 outcomes. See below.\* Visit www.wichita.edu/studentresearch for more information about Undergraduate Research opportunities and URCAF.

*HNRS 485 Honors Research Seminar Outcomes*

Students who complete the HNRS 485 course will:

* Explain basic principles of human subject research and research ethics,
* Identify research questions, arguments and practices in a variety of disciplines
* Appreciate research and creative methodologies and problems from a variety of disciplines
* Formulate a research question or research-based creative project in a field or profession of the student’s choice
* Read and evaluate research materials from a chosen field
* Present research or creative interests to a potential faculty mentor
* Create a research or creative project plan
* Conduct preliminary research at the discretion of faculty mentor and with faculty mentor guidance
* Present a research question, research materials, and, potentially, preliminary research to a diverse audience
* Evaluate peer research questions, research plans and presentations
* Explain elements of a research proposal writing and some elements of application for nationally competitive scholarships.

*Honors Learning Objectives*

* Demonstrate understanding of the scholarship behind at least two disciplines’ or professions’ core principles/practices;
* Communicate effectively across disciplines and/or professions;
* Address an urgent intellectual question, creative debate, or real-world problem through research or creativity activity;
* Contribute to an intellectual, creative, or civic community;
* Reflect on individual development.

**Interdisciplinary track or minor requirements:** A one- to two-page proposal must be provided. Explanation must include:

* Statement and explanation of the proposed exception, interdisciplinary theme or topic (e.g. psychiatric nursing, biofuels, etc.)
* List of 12 Honors course credits for track. These may be HNRS, departmental honors or Honors options
* Explanation of the experiential learning component (e.g. study abroad, service learning, internship)
* Information about how the proposed curriculum fulfills Honors learning objectives. See below\*\*

***Exception to Catalog Regulations***

Late withdrawals from current semester:

Late withdrawal form, also available from the Registrar’s Office, must be included with the petition.  Form must be completed and signed by the instructor of the class.

Late withdrawal / late add from previous semesters:

Late withdrawal or late add form, available from the Registrar’s Office, must be included with this petition. Form must include your grade for the class, and must be signed by the instructor.

Late adds for the current semester:

Late add form, available from the Registrar’s Office, must be included with this petition. Form must be completed and signed by the instructor of the class.

***Additional documentation required in case of:***

**Illness:** Note from physician confirming illness and dates of treatment

**Work change**: Note from supervisor confirming dates of work schedule change
**Death in family:** Copy of death notification or program from funeral
**Personal Circumstances:** Documentation from professionals including dates

**Dean’s Decision: Grant Exception Do Not Grant Exception**

**Dean’s Signature: Date:**

**Rationale for Dean’s Decision:**