

*Application for Exception to Catalog Regulations  
College of Applied Studies*

Date \_\_\_\_\_

Name \_\_\_\_\_ WSU ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Major \_\_\_\_\_

Email \_\_\_\_\_

Student Signature \_\_\_\_\_ Advisor Signature \_\_\_\_\_

Your petition will not be considered without a College of Applied Studies advisor's signature. This signature is not a guarantee of a particular decision.

International Student                      VA Benefits

**Your results will be emailed to the address you provide on this form**

**Part I:** State in a single sentence your request. Common requests include readmission, late withdrawal of courses, and waiver of graduation requirements. Be specific. For late withdrawals, include semester, course names and CRN numbers. For graduation requirements, identify the actual requirement for which you request an exception.

**If applying for readmission, please indicate semester.** Otherwise leave blank

Fall     Spring     Summer    Year 20 \_\_\_\_\_

**Part II:** Justification Letter for Request (One Page Maximum)

1. Request letter must be typed and no longer than one page. Please check for spelling and grammar.
2. Must include relevant information about what happened, and your plan to remedy any problems.
3. If you cite medical, employment, or serious personal issues, you **must** include documentation.
4. Attach unofficial copies of transcripts if you attended another school after leaving WSU.
5. Submit your petition to the College of Applied Studies Advising, 107 Corbin or via email to: [cas@wichita.edu](mailto:cas@wichita.edu).

**OFFICE USE ONLY BELOW THIS POINT**

<u>College Committee Decision</u>	<u>University Committee Decision</u>
APPROVE                      DENY	APPROVE                      DENY
_____	_____
_____	_____
_____	_____
_____	_____

### Guidelines for Completing Your Petition

**Advising:** Petition forms will not be presented to the committee unless you speak with a College of Applied Studies Advisor and the advisor signs the form. This step is required to make sure you have been given proper guidance on the nature of your request, the contents of your justification letter and supporting documentation, and the possible ramifications if your request is granted. Please be aware that an advisor cannot guarantee any particular decision regarding your request; our office does not have the authority to approve or deny a petition.

**Delivery:** The petition form and your letter can be turned in to CASA by mail, fax, email, or in person.

- **Mail:** Wichita State University  
College of Applied Studies Advising (CASA)  
Box 131  
Wichita, KS 67260-0131
- **Fax:** 316.978-3300, option 2
- **Email:** [cas@wichita.edu](mailto:cas@wichita.edu)
- **In person:** CASA, 107 Corbin

If you are turning your petition in by email, a signature is still required. You can sign the form electronically using Adobe Acrobat Reader, making sure to draw your signature with the mouse instead of typing. Alternatively, you can print the form, sign it, and either scan it or take a well-framed photograph of it.

**Procedure:** The petitioning process is a formal procedure in which your written petition is given careful consideration. Two committees see your petition: 1) College of Applied Studies Exceptions Committee, which is composed of faculty and staff from the College of Applied Studies, and 2) the University Committee which is composed of faculty and staff from several academic disciplines at Wichita State University.

**Results:** The Exceptions Committee typically meets once a month to review petitions. Results are available on the Friday following the action of the University Committee; your results will be emailed to your email provided on the form that day. You may also request a copy of your results from the CASA advising office. Due to federal privacy laws, we cannot release Exceptions Committee results over the telephone.

#### 2023-24 Deadlines:

Monday, September 4, 2023

Monday, October 9, 2023

Monday, November 6, 2023

Monday, December 4, 2023

Wednesday, January 5, 2024 \*\*

Monday, February 5, 2024

Monday, March 11, 2024

Monday, April 8, 2024

Monday, May 6, 2024

Monday, June 3, 2024

Monday, July 8, 2024