



Application for Exception to Catalog Regulations Barton School of Business

Name _____ WSU ID _____ Date of Birth _____

Phone _____ Major _____

Student Signature _____ Date _____

Advisor Signature _____ International Student VA Benefits

Your petition will not be considered without a Business advisor's signature. This signature is not a guarantee of a particular decision from the faculty committee.

Your results will be emailed to your WSU address.

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 course names and semesters. For graduation requirements, identify the actual requirement for which you request an exception.

If applying for readmission, please indicate which semester you wish to begin taking classes:

Fall Spring Summer Year 20 _____

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

Checklist:

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. Turn in your petition to the Business Advising Center, 008 Clinton Hall
6. **If you do not turn in your petition in person, please call 316.978.3203 to confirm that it has been received!**

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 Business advisor in 008 Clinton Hall, 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 our office by mail, fax, email, or in person. If you do not turn in your petition in person, please call the Business Advising Center at 316.978.3203 to confirm it has been received.

- **Mail:** Wichita State University
Business Advising Center
Wichita, KS 67260-0048
- **Fax:** 316.978.3472
- **Email:** business.advisor@wichita.edu
- **In person:** Business Advising Center, 008 Clinton Hall

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 it. Alternatively, you can print the form, sign it, and either scan it or take a well-framed photograph of it. **This form will not be accepted with a typed signature except in extraordinary circumstances.**

Procedure: The petitioning process is a formal procedure in which your written petition is given careful consideration. Two committees see your petition: Barton School of Business Committee which is composed of faculty and staff from the Barton School of Business, and 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 Monday following the action of the University Committee; your results will be emailed to your WSU-provided email address that day, and you may also request a copy of your results in Business Advising Center. Due to federal privacy laws, we cannot release Exceptions Committee results over the telephone. Make sure you can access your WSU-provided email address before results are sent out.