WICHITA STATE UNIVERSITY
W. FRANK BARTON SCHOOL OF BUSINESS
Business Advising Center

Application for Exception to Catalog Regulations
Barton School of Business

Name _____ WSU ID _____ Birthdate _____

WSU Student Email Address _____ Major(s) _____
(Please note: Your results will ONLY be sent to you via your WSU student email address)

Student Signature _____ Date _____

Advisor Signature _____

Your petition will not be considered without a Business Advisor's signature. This signature is not a guarantee of any particular decision from the Exceptions Committee.

☐ International Student ☐ VA Benefits

Part I: State your request in a single sentence. 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 and year you wish to begin taking classes:

☐ Fall ☐ Spring ☐ Summer Year: _____

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

1. Justification 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.

Part III: Submit this signed petition, your justification letter, and any additional documentation to the Business Student Success Center via mail, email, or in person. Addresses can be found on the guidelines sheet below.

OFFICE USE ONLY BELOW THIS POINT

College Committee Decision		**University Committee Decision**	
APPROVE	DENY	APPROVE	DENY

Guidelines for Completing Your Petition

Advising: Petition forms will not be presented to the committee unless you an Advisor in the Barton Student Success Center in Woolsey Hall signs this 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, your justification letter, and any additional documentation you include can be submitted by mail, email, or in person. If you send your documents via mail or email, please contact the Business Advising Center by phone at (316) 978-3203, option 2 or by email at business.advisor@wichita.edu to confirm they have been received.

- **Mail**: Wichita State University
  Barton Student Success Center
  1845 Fairmount, Box 302
  Wichita, KS 67260-0302

- **Email:** business.advisor@wichita.edu

- **In Person**: Barton Student Success Center, Woolsey Hall, Room 129

Note: If you are submitting your petition via email, a signature is still required. You can sign the form electronically using Adobe Acrobat Reader. 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 petition and justification letter are given careful consideration. Two committees will see your petition: the Barton School of Business Exceptions Committee, which is comprised of faculty and staff from the Barton School of Business; and the University Exceptions Committee, which is composed of faculty and staff from several different academic disciplines across Wichita State University.

Results: The Exceptions Committees meet 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 WSU-provided student email address. You may also request a copy of your results in Business Student Success Center. Due to federal privacy laws, we cannot release Exceptions Committee results over the telephone or to any email address other than your secure WSU student email. **Make sure you can access your WSU-provided student email address before results are sent out.** If you cannot access this email, please contact the Technology Help Desk at (316) 978-HELP (4357), option 1 or email helpdesk@wichita.edu.