



Application for Exception to Graduate School Regulations

You must complete all sections and get required signatures before turning in the form to the Graduate School via email to wsugradschool@wichita.edu. When exception has been acted on by the Graduate School, a copy will be sent to the student and Graduate Coordinator at their WSU email. A copy will also be placed in the student's file.

Print First Name & Family Name _____

myWSU ID _____

WSU email _____

Phone _____

Major/ Program _____

Are you an international student attending in a F1 visa? Yes No

Is this your last semester? Yes No

I am requesting an exception to (check one):

- ☐ Hold an assistantship and work more than 20 hours per week for _____ (semester & year).
- ☐ Hold an assistantship and not be enrolled in six (6) hours of graduate coursework for _____ (semester & year). Previous
- ☐ Late withdrawal / late add for _____ (semester & year). Include CRN for all courses to withdrawal/add.
- ☐ Other – Identify request below, including semester & year if applicable.

Explain your request in detail and include all relevant information and documentation. If more space is needed, attach additional pages. Unclear or unsupported requests will be returned with no action.

- If your request concerns degree audit or degree completion, an approved Plan of Study must be on file with the Graduate School.*
- If this is your last semester, you must file the Application for Degree prior to submitting the exception form.*

Student Signature

Date

Advisor/Supervisor Signature

PRINT Last Name

Date

- ☐ Approve
☐ Disapprove

Graduate Coordinator OR Department Chair Signature

PRINT Last Name

Date

- ☐ Approve
☐ Disapprove

THIS SECTION FOR GRADUATE SCHOOL USE ONLY

Graduate School Dean/Designee Signature

Date

Approved

Disapproved

Comments to Student/Department:

☐ No Action

Major code	Plan of Study	AFD Semester