

Guidelines for Completing Your Petition

Advising

Petition forms will not be presented to the College or University committees unless they are signed by your department chair or an approved proxy. **You do NOT need to acquire the signature prior to submitting your petition; your department chair will review and sign the form *after* you submit it to your department.**

- It is strongly encouraged that you consult with your academic advisor prior to submitting your petition form in order 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.
- If the request involves a specific course, discuss it with the instructor. Some requests can be strengthened if accompanied by the instructor's endorsement.
- Please be aware that an advisor cannot guarantee any particular decision regarding your request; our departments do not have the authority to approve or deny a petition, unless it is a department-only decision.

Delivery

The petition form and your letter can be turned in to your department office by mail or in-person. If you do not turn in your petition in-person, please call your department office to confirm it was received. [Click here to view Department Contact Information.](#)

If you are filling out your petition electronically, 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 scan 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. First, your department chair provides a recommendation, and then two committees see your petition: the College Committee, which is composed of faculty and staff from the College of Engineering Dean's Office, and the University Committee which is composed of faculty and staff from several academic disciplines at Wichita State University.

Results

The Exceptions Committee meets once a month to review petitions. Results are available no later than the Monday following the action of the University Committee; your results will be emailed to your @shockers.wichita.edu email address, and you may also request a hard copy of your results from the Dean's Office in Partnership 2, A101. 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.