



Application for Exception to Catalog Regulations *College of Engineering*

Name _____ WSU ID _____ Phone _____

WSU E-Mail _____
Results will be sent to your WSU email address.

International Student

VA Benefits

College of Engineering Major _____

Student Signature _____ Date _____

Dept. Chair Signature _____ Date _____

Your petition will not be considered without a signature from 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. This signature does not guarantee a particular decision from the university committee.

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, CRNs 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:

- Request letter must be typed and no longer than one page. *One concise paragraph is recommended.*
- Must include relevant information about what happened, and your plan to remedy any problems.
- If you cite medical, employment, or serious personal issues, you **must** include documentation.
- Attach unofficial copies of transcripts if you attended another school after leaving WSU.
- Turn-in your petition to your department office by the established deadlines provided at www.wichita.edu/engexceptions. **If you do not turn in your petition in person, please call your department to confirm that it was received.**

OFFICE USE ONLY BELOW THIS POINT

<u>Department Recommendation</u>			<u>College Committee Decision</u>			<u>University Committee Decision</u>	
APPROVE	DENY	DEFER	APPROVE	DENY	DEFER	APPROVE	DENY
_____			_____			_____	
_____			_____			_____	
_____			_____			_____	
_____			_____			_____	

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.