Application for Exception to Catalog Regulations
College of Fine Arts

Name _____ WSU ID _____ Major(s) _____

Date of Birth _____ Phone _____ WSU Student Email: _____
(Please note: your results will ONLY be sent to you via your WSU student email address)

Student Signature _____ Date _____

Advisor Signature _____ Date _____
Your petition will not be considered without a College of Fine Arts advisor's signature. This signature
is not a guarantee of a particular decision from the faculty committee.

Please check only the boxes that apply: ☐ International Student ☐ VA Benefits

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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 College of Fine Arts Advising Center.
6. **If you do not turn in your petition in person, please call 316.978.6634 to confirm that it has been received!**

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 speak with the College of Fine Arts Director of Advising, and the Director of Advising 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, detailed letter of explanation and supporting documentation can be turned in to the College of Fine Arts Advising Center by mail, fax, email, or in person. If you do not turn in your petition in person, please contact the College of Fine Arts Advising Center at 316.978.6634 to confirm it has been received.

- **Mail**: Wichita State University
    College of Fine Arts Advising Center
    1845 Fairmount Ave.
    Wichita, KS 67260-0071

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

- **In person**: College of Fine Arts Advising Center, McKnight 319

If you are turning your petition in by 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 and email 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: College of Fine Arts Committee which is composed of faculty and staff from the College of Fine Arts, 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 within two business days. You may also request a copy of your results in the College of Fine Arts Advising Center. Due to federal privacy laws, we cannot release Exceptions Committee results over the telephone. Please ensure you can access your WSU-provided email address before results are sent out.