

2017 - 2018 Exceptions Petition Guidelines

Students may petition in order to seek exceptions to specific academic rules or regulations. Exception petitions from students with the College of Fine Arts are considered first by the College Committee which is comprised of faculty and staff from the College of Fine Arts, and then by University Committee which is comprised of faculty and staff from several academic disciplines at Wichita State University. Decisions made by the university committee are final.

Requirements for submitting a Petition:

1. It is the student's responsibility to ensure all paperwork and documentation is submitted to the Dean's Office – Wiedemann Hall 116 – by the exceptions deadline. Deadline dates are listed below.
2. Include a concise, detailed explanation for your request and all documentation (emails, invoices, letters, doctor's note, etc.) that will verify your information and support your request. Include a copy of your official transcript and your degree audit, if needed. Students requesting re-admission must also submit a Student Success Plan (see academic advisor).
3. Petitions will not be accepted if any information is missing. Do not forget to date and sign the petition.
4. Students are required to meet with their faculty and/or academic advisor in order to ensure the academic requirements and goals are being met.
5. Completing the petition does not guarantee a favorable decision; however, it does confirm the petition will be acted upon by the College of Fine Arts Exceptions Committee and the University Exceptions Committee. Incomplete petitions may not be acted upon and may be tabled to wait for more complete information.
6. Students must verify their correct daytime phone number and mailing address on the petition paperwork. Students will receive their results via a letter through the mail.
7. Students seeking the Late Add/Drop/Withdraw and Change of grades exceptions must submit the additional documents listed below:
 - **Readmission to WSU after attending another school:**
Attach official or unofficial transcripts from each other school showing grades and semesters attended.
 - **Late drop from current semester:**
Late drop form or provide course CRN, title, number, meeting day & time and credit hours on the petition form.
 - **Late add for the current semester:**
Late add form must be included with the petition. Form must be completed and signed by the instructor of the class.
 - **Late withdrawal/late add from previous semesters:**
Late withdrawal or late add form must be included with the petition. Form must include your grade for the class and signed by the instructor.
 - **Change of grade after one academic year has passed:** Change of grade form must be included with the petition. Form must be completed and signed by the instructor of the class. This exception does not go to the university committee – only the CFA Exceptions Committee.



WICHITA STATE
UNIVERSITY

COLLEGE OF FINE ARTS

2017 - 2018 Exceptions Committee Meeting Dates

	DUE DATE To: College of Fine Arts Dean's Office	College of Fine Arts Exceptions Meeting	WSU Exceptions Meeting	Decision Letter Sent
August	Friday 8/4	Monday 8/11 9:30AM	Thursday 8/16	Friday 8/17
September	Friday 9/1	Tuesday 9/7 3:15PM	Thursday 9/21	Friday 9/22
October	Friday 10/27	Tuesday 10/31 3:15PM	Thursday 11/16	Friday 11/17
November/December	Friday 12/1	Tuesday 12/5 3:15PM	Thursday 12/14	Friday 12/15
January 2018	Friday 12/22	Tuesday 1/2 3:15PM	Thursday 1/11	Friday 1/12
February	Friday 1/26	Tuesday 1/30 3:15PM	Thursday 2/15	Friday 2/16
March	Friday 3/2	Tuesday 3/6 3:15PM	Thursday 3/15	Friday 3/16
April	Friday 3/30	Tuesday 4/3 3:15PM	Thursday 4/19	Friday 4/20
May	Friday 4/27	Tuesday 5/1 3:15PM	Thursday 5/10	Friday 5/11
June	Friday 6/1	Tuesday 6/5 3:15PM	Thursday 6/21	Friday 6/22
July	Friday 6/29	Tuesday 7/3 3:15PM	Thursday 7/19	Friday 7/20