

## 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 – Jardine Hall 112 – by the exceptions deadline. Deadline dates are listed below.
2. Include a concise, detailed explanation for your request and all documentation (emails, invoices, letters, etc.) that will verify your information and support your request. Include a copy of your official transcript and your CAPP.
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 staff advisor in order to ensure academic requirements and goals are being met.
5. Completing the petition steps 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.

- **Readmission to WSU after attending another school:**

Attach official or unofficial transcripts from each other school showing grades and semesters attended.

- **Late withdrawals from current semester:**

Late Withdrawal from Class form must be included with the petition.

- **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 must be signed by the instructor.

- **Late adds 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.

- **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.

	<b>DUE DATE</b> To: College of Fine Arts Dean's Office	<b>College of Fine Arts</b> Exceptions Meeting	<b>WSU</b> Exceptions Meeting	<b>Decision</b> Letter Sent
<b>December</b>	<b>December 2, 2013</b>	December 4, 2013	December 12, 2013	December 13, 2013
<b>January</b>	<b>January 6, 2014</b>	January 8, 2014	January 14, 2014	January 15, 2014
<b>January</b>	<b>January 6, 2014</b>	January 8, 2014	January 16, 2014	January 17, 2014
<b>February</b>	<b>February 3, 2014</b>	February 5, 2014	February 13, 2014	February 14, 2014
<b>March</b>	<b>March 3, 2014</b>	March 5, 2014	March 13, 2014	March 14, 2014
<b>April</b>	<b>April 7, 2014</b>	April 9, 2014	April 17, 2014	April 18, 2014
<b>May</b>	<b>April 28, 2014</b>	April 30, 2014	May 8, 2014	May 9, 2014
<b>May</b>	<b>May 19, 2014</b>	May 21, 2014	May 29, 2014	May 30, 2014
<b>June</b>	<b>June 16, 2014</b>	June 18, 2014	June 26, 2014	June 27, 2014
<b>July</b>	<b>July 7, 2014</b>	July 9, 2014	July 17, 2014	July 18, 2014