

## Application for Exception to Graduate School Regulations

You must complete all sections and get required signatures before turning in the form to the Graduate School via email to [wsugradschool@wichita.edu](mailto:wsugradschool@wichita.edu). When exception has been acted on by the Graduate School, a copy will be sent to the student and Graduate Coordinator at their WSU email. A copy will also be placed in the student's file.

Print First Name & Family Name \_\_\_\_\_

myWSU ID \_\_\_\_\_

WSU email \_\_\_\_\_

Phone \_\_\_\_\_

Major/ Program \_\_\_\_\_

Are you an international student attending on an F1 visa?      Yes      No

Is this your last semester?      Yes      No

**I am requesting an exception to (check one):**

- Hold an assistantship and work more than 20 hours per week for \_\_\_\_\_ (semester & year).
- Hold an assistantship and not be enrolled in six (6) hours of graduate coursework for \_\_\_\_\_ (semester & year).
- Late withdrawal / late add for \_\_\_\_\_ (semester & year). Include CRN for all courses to withdrawal/add.
- Other – Identify request below, including semester & year if applicable.

**Explain your request in detail and include all relevant information and documentation. If more space is needed, attach additional pages. Unclear or unsupported requests will be returned with no action.**

- *If you have enrolled for more than one semester, you must file a Plan of Study before submitting the exception form.*
- *If this is your last semester, you must file the Application for Degree prior to submitting the exception form.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

- Approve
- Disapprove

Advisor/Supervisor Signature \_\_\_\_\_

PRINT Last Name \_\_\_\_\_

Date \_\_\_\_\_

- Approve
- Disapprove

Graduate Coordinator OR Department Chair Signature \_\_\_\_\_

PRINT Last Name \_\_\_\_\_

Date \_\_\_\_\_

- Approve
- Disapprove

**THIS SECTION FOR GRADUATE SCHOOL USE ONLY**

Graduate School Dean/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved

Comments to Student/Department: \_\_\_\_\_

Date \_\_\_\_\_

Disapproved

- No Action

Major code	Plan of Study	AFD Semester