



*Application for Exception to Catalog Regulations  
College of Health Professions*

Name \_\_\_\_\_ WSU ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ College of Health Professions Major \_\_\_\_\_

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

Advisor Signature \_\_\_\_\_

International Student \_\_\_\_\_ VA \_\_\_\_\_

Your petition will not be considered without a Health Professions advisor's signature. This signature is not a guarantee of a particular decision from the faculty committee.

WSU Email \_\_\_\_\_

*Your results will be emailed to your WSU address.*

**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 (One Page Maximum)

**Checklist:**

1. Justification 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. Submit your petition to the CHP Advising Office.

**OFFICE USE ONLY BELOW THIS POINT**

<u>College Committee Decision</u>	<u>University Committee Decision</u>
APPROVE          DENY	APPROVE          DENY
_____	_____
_____	_____
_____	_____
_____	_____

## **Guidelines for Completing Your Petition**

**Advising:** Petition forms will not be presented to the committee unless you speak with a CHP advisor in Ahlberg Hall 402, and the advisor 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 and your letter can be submitted to our office by mail, email, or in person. If you do not turn in your petition in person, please call the CHP Advising Office at 316.978.3304 #2 to confirm it has been received.

- **Mail:** Wichita State University  
CHP Advising Office  
Wichita, KS 67260-BOX 0043
- **Email:** [chp.advisor@wichita.edu](mailto:chp.advisor@wichita.edu)
- **In person:** Ahlberg Hall 402

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 drop it off at Ahlberg 402.

**Procedure:** The petitioning process is a formal procedure in which your written petition is given careful consideration. Two committees see your petition: the CHP Student Affairs Committee which is composed of faculty and staff from the College of Health Professions, and the University Exceptions Committee (UEC) which is composed of faculty and staff from several academic disciplines at Wichita State University.

**Results:** The UEC typically meets once a month to review petitions. Results are available on the Monday following the action of the UEC; your results will be emailed to your WSU email address, and you may also request a copy of your results in Ahlberg Hall 402. Due to federal privacy laws, we cannot release UEC results over the telephone.