

Guidelines for Completing your Petition for an Exception

Privacy: Due to Federal Privacy Laws, we cannot release Exceptions Committee results over the telephone. A letter with your results will be mailed to you shortly after the committee meets, but during peak times of the semester, these letters may be delayed. To obtain your results more quickly, come to the LAS Advising Center in room 115 Grace Wilkie Hall and complete the "Consent to Release Information Form."

You must present a photo ID that proves your identity. Results are available at the Advising Center on the first business day following the action of the University Committee. Dates are online at www.wichita.edu/advising

Responsibility: Your petition is a request for special consideration. The obligation to present the case clearly and completely rests with you. If you have questions about the process, make an appointment with an academic advisor in the LAS Advising Center in room 115 Grace Wilkie Hall. Our telephone number is 316.978.3700.

Procedure: Your petition is presented to two committees: the Liberal Arts and Sciences College Committee, comprised of faculty and staff from the LAS college, and the University Committee, comprised of faculty and staff from several academic disciplines at Wichita State University. The petitioning process is a formal procedure in which your written petition will be given careful consideration.

1. **Type or neatly print your petition.** Neatness makes a good impression. Several people on each committee will read your petition. If your statement cannot be easily read, it may be difficult for the committee to understand fully your situation.

Petitions are available online at www.wichita.edu/advising

Go to Forms and Essential Information

The Exceptions petition, the guidelines and the dates of the committee meetings are also there.

2. **Documentation is vital** for establishing the facts of your statement and petition.

Attach a **one page** brief and clear statement. Include all relevant dates.

Statements from medical professionals or employers must be on **official company letterhead**.

Examples of appropriate documentation:

Illness: note from physician confirming illness and dates of treatment

Work change: note from supervisor confirming dates of work schedule change

Death in family: copy of death notification or program from funeral.

Personal Circumstances: documentation from professionals including dates.

The committee does not need extensive documentation of illness or divorce, but you must provide enough documentation to verify the situation and show why your academic work was affected.

3. Some petitions require **additional information** from WSU faculty or staff.

Forms are available in the LAS Advising Center, room 115 Grace Wilkie Hall.

Late withdrawals from a class during semester:

"Late Withdrawal from Class" form should be included with the petition.

This must be completed and signed by the instructor of the class.

Late withdrawal / late add from previous semesters:

Statement with a grade completed and signed by the instructor of the class.

Readmission to WSU after attending another school:

An official or unofficial transcript from each other school showing grades and semesters attended should be attached.

4. Submit your petition in person at 115 Grace Wilkie Hall. If you need to fax your petition, please call Anita at 316-978-3492 and ask for permission and instructions.