



**Office of the
University Registrar**
25 University Avenue, West Chester, PA 19383
Ph: 610-436-3541 Fx: 610-436-2370
www.wcupa.edu/registrar

WCU ID# _____

Required

**PETITION FOR EXCEPTION TO ACADEMIC POLICIES
UNDERGRADUATE STUDENTS**

Instructions: Please complete all information on the form and obtain ALL appropriate signatures. Once complete, return to the **Associate VP For Academic Affairs (or designee), Room 001, 25 University Avenue.**

Student Name: _____ **Date:** ____/____/____

Local Address: _____ **Apt.#** _____

City: _____ **State:** _____ **Zip:** _____

Local Phone: _____ **Major:** _____

Student's signature/Date (required): _____

Petition: *Clearly state policy to which exception is desired. All relevant forms and documentation must accompany the petition.*

Reason for Petition: *Attach additional paper w/rationale if needed.*

Student's Academic Advisor: _____ **Recommendation:** _____ Approval _____ Denial

Signature _____ **PRINT Last Name:** _____ **Date:** ____/____/____

Student's Department Chairperson: _____ **Recommendation:** _____ Approval _____ Denial

Signature _____ **PRINT Last Name:** _____ **Date:** ____/____/____

Dept. Chairperson of the department offering course: _____ **Recommendation:** _____ Approval _____ Denial
(writing emphasis, interdisciplinary, or diversity petitions need appropriate committee chair approval – Assoc VP For Academic Affairs will forward to appropriate committee.)

Signature _____ **PRINT Last Name:** _____ **Date:** ____/____/____

Dean (or designee) of the college offering the course in question *(The Dean has the final decision on College Academic Policies and procedures.)* _____ **Recommendation:** _____ Approval _____ Denial

Signature _____ **PRINT Last Name:** _____ **Date:** ____/____/____

Associate VP for Academic Affairs (or designee): *(Assoc. VP has final decision on University-wide policy and procedures).* _____ **Recommendation:** _____ Approval _____ Denial

Signature _____ **Date:** ____/____/____

Office Use Only

Processed by: _____

Date: _____