SUBMITTING A PETITION FOR EXCEPTION TO UNIVERSITY POLICY THROUGH MYWCU (GRADUATE STUDENTS)

Graduate students understand that it is their responsibility to adhere to all published deadlines and policies, however, the university recognizes that sometimes life events throw stumbling blocks in our path. WCU is sensitive to students who find themselves facing urgent matters beyond their control.

You can review those policies in the Graduate Catalog.

A Petition for Exception to University Policy may be utilized when a student needs to:

1. Add a class after the add period has ended,
2. Withdraw from a course or an entire semester after the deadline,
3. Seek additional readmission after dismissal
4. Seek an extension to an NG or IP grade,
5. Seek a tuition adjustment for a withdrawn semester after the published refund deadline, or
6. Seek other exceptions to policy.

Note: Graduate students seeking multiple exceptions (ex. late add and a late course withdrawal) must use a separate petition form for each action.

Tile navigation: Student Homepage>Academic Records

1. Log-in to your myWCU account: https://my.wcupa.edu.
2. Click on the **Academic Records** tile located on your home page.

![Academic Records Tile](image)

3. You will find the **Petition for Exception to Policy** link under **Useful Links** under the Academic Records Tile.

   **Useful Links**
   - Self-Service Document Upload Form
   - Petition for Exception to Policy - GRADUATE STUDENTS

4. Click on that link to open the **Petition for Exception to Policy**.

5. You will notice your ID, First Name, Last Name, and Email address pre-populate.
6. Please select the type of exception you are seeking. **Note:** If you are seeking to withdraw from a course, you will select Late Course Withdrawal. If the one course you wish to withdraw is the only course you're taking that semester, it is considered a Term Withdrawal.

   ![Petition Information]

   *Please note there are additional choices than the ones shown above.*

7. Once you select your petition type, you will need to provide details dependent upon the type of petition.

8. Once you've selected the **Petition Type**, you will need to upload any **Supporting Documentation** you have that provides proof of your extenuating circumstances. This documentation may include things such as medical paperwork, a note from a medical provider, an eviction notice, an accident report, or even an email exchange with an academic advisor or department chair. **Note:** Only jpeg/jpg, tff/tiff, and PDF files can be accepted. You will be unable to upload images taken with a mobile device that are not converted to one of those formats.

   ![Supporting Documentation]

   *Please Note: If you receive the message "Upload Failed" when attempting to attach your document, please check the file extension. Only jpeg/jpg, tff/tiff, and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to jpeg/jpg, tff/tiff, and PDF are not compatible with this form.*

9. Next provide an **explanation** for your request. This field is extremely important. Give details that clarify the extenuating circumstances surrounding the missed deadline or need for policy exception. For **example:** Don't just say you missed a deadline because of illness. Instead, explain when you started to feel ill, when you met with a
medical professional, and if they felt you needed to rest for a certain number of days, provide that information, as well. If you reached out to a faculty member or advisor to discuss the matter, provide that information, too. This is where you help us to fully understand your situation.

10. Next, you'll be asked to connect with the Financial Aid Office (if you have financial aid) and make sure that your request for an exception does not impact your aid. Often, students who seek an adjustment of tuition and fees find that they are then required to repay their awarded financial aid. Check the box to indicate that you have connected with the Financial Aid Office.

11. You will then need to sign your petition in the box below.

12. Those are all the fields you need to complete. Next, click the Submit button at the bottom of the form to submit your petition for review.
13. You will know your petition for exception to policy successfully submitted when you see this page in your browser. You will also receive a confirmation in your WCU email.

Note: Submitting a petition form does not send it directly to The Graduate School. Your request will first be sent to your Graduate Coordinator and Department Chair for review and approval before it makes its way to The Graduate School.

Any issues with the form, please email: gradschool@wcupa.edu