

PETITION FOR EXCEPTION TO POLICY (Undergraduate Students)

Name: _____ WCU ID: _____

Instructions:

All Petitions must be submitted with the following. *Incomplete forms will not be considered.*

- ✓ Completed Petition for Exception to Policy form, including all necessary signatures.
- ✓ Letter detailing the exception being requested, clearly stating why an exception should be made and what extenuating circumstances prevented you from completing the enrollment action.
- ✓ Any supporting supplemental documentation.
- ✓ Additional information as requested by the type of petition you are filing (see below)

Please indicate which type of Petition you are submitting:

- Type A: **Repeat Petition** 4th attempt of a single class (3rd repeat) 7th undergraduate career repeat

Additional Information Required:

- ✓ Letter from Academic Advisor or Department Chairperson outlining career completion plan and any additional repeats required.

Requested Repeat: Subject (i.e. MAT) _____ Number (i.e. 110) _____ Section (i.e. 01) _____

During Term/Year: Fall _____ Winter _____ Spring _____ Summer _____

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- Type B: **Add a Class after the Deadline**

We recommend students begin to attend the class while the petition is under consideration.

Class: Subject (i.e. MAT) _____ Number (i.e. 110) _____ Section (i.e. 01) _____

Enrollment Term/Year: Fall _____ Winter _____ Spring _____ Summer _____

Professor Attendance Note (*Please record attendance record for this class below and sign*)

Professor's Signature _____ Print Name _____

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- Type C: **Drop/Withdrawal from a Class after the Deadline**

We recommend students continue to attend the class while the petition is under consideration.

Class: Subject (i.e. MAT) _____ Number (i.e. 110) _____ Section (i.e. 01) _____

Enrollment Term/Year: Fall _____ Winter _____ Spring _____ Summer _____

Professor Attendance Note (*Please record last date of attendance, for this class below and sign*)

Professor's Signature _____ Print Name _____

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- Type D: **Term Withdrawal after the Deadline or for Emergency Reasons**

This may be done after the term withdrawal deadline; or in instances in which a refund of academic tuition/fees is being requested.

Additional Information Required:

- ✓ If a medical/compassionate withdrawal or refund is being requested, the student must submit supporting documents, such as medical documentation.

Term/Year: Fall _____ Winter _____ Spring _____ Summer _____

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- Type E: **Other Exception Request**

- Exception to Transfer Credit Policies
- Exception for action after deadline (specify in written letter)
- Other (specify in written letter)

→ PLEASE SEE NEXT PAGE. PETITIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED ←

Students requesting drop/withdrawal petitions must contact Financial Aid before submitting the petition to receive counseling on the implications of this action on their student account. Often, when petitions are approved, the student needs to repay awarded financial aid.

By checking here, the student is acknowledging that they have met with financial aid and understand the implications of their request.

Student's Signature: _____ Date: _____

All signers should note whether they support the petition or not; and offer a brief explanation of their decision.

Home Department Chairperson or Advisor

All Petition Types need this section completed

Support Do Not Support

Explanation:

Signature _____ Print Name _____ Date _____

Department Chairperson (Offering Course)

For Petition Types B & C Only

Support Do Not Support

Explanation:

Signature _____ Print Name _____ Date _____

Dean (or Dean Designee)

Petition Types A, C, and D – The Dean of the student's major is the signer

Petition Types B and E – The Dean of the offering course should be the signer

Support Do Not Support

Explanation:

Signature _____ Print Name _____ Date _____

Once completed, return to Registrar's Office, via email to registrar@wcupa.edu

University Registrar

Support Do not Support

Notes/Stipulations:

Signature _____ Date _____