

Petition for Exception to University Policy - The Student Experience (undergraduate students)

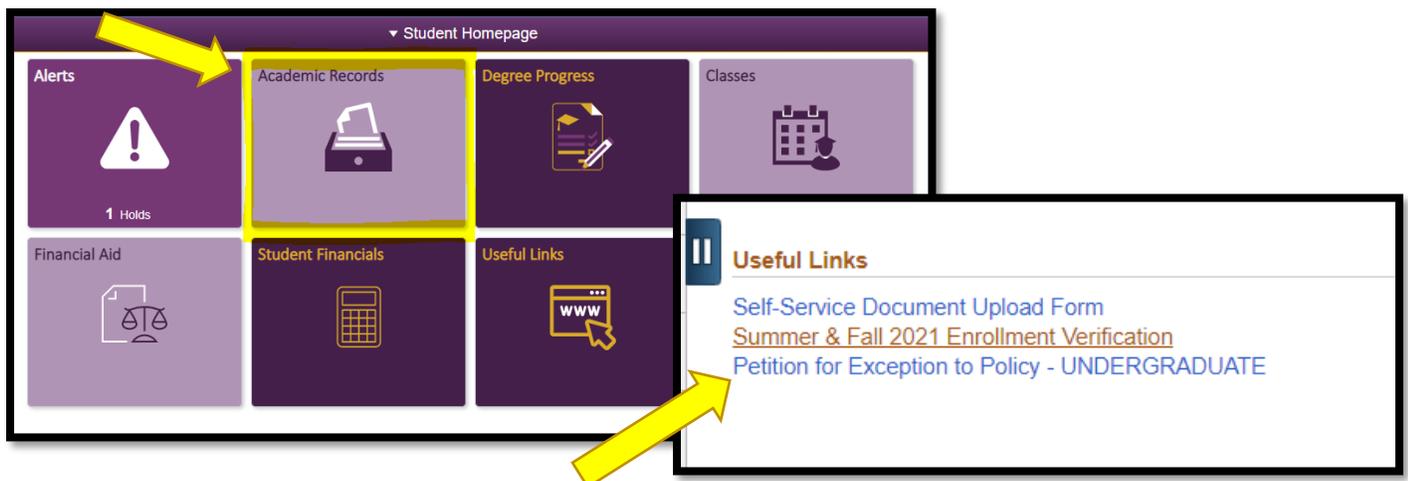
When to Utilize a Petition for Exception to University Policy (Undergrad)

It is the responsibility of the student to adhere to all published deadlines and policies, however, WCU is sensitive to students who find themselves facing urgent matters beyond their control.

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 repeats when the course or career repeat limit has been reached,
4. Seek a tuition adjustment for a withdrawn semester after the published refund deadline, or
5. Seek other exceptions to policy.

Undergraduate students seeking an exception, can access the Petition for Exception to University Policy in MyWCU by following this navigation:



Students may select from among the following petition types:

Students seeking multiple enrollment changes must use a separate petition for each action.

Students will be required to provide a detailed explanation and supporting documentation.

1. Late Course Add
2. Late Course Withdrawal
3. Late Term Withdrawal
4. Additional Course Repeat
5. Refund Policy
6. Other

Once a student completes the form in MyWCU and clicks Submit, the petition is automatically routed to the appropriate reviewers in workflow. Once all reviewers have weighed in, the petition is routed to the final step: The Registrar's Office.

The Registrar's Office communicates the final decision and manages processing of the requested action.