

Application for Exception to Catalog Regulations

College of Engineering

Name _____ WSU ID _____ Phone _____

WSU E-Mail _____

International Student

VA Benefits

College of Engineering Major _____

Student Signature _____ Date _____

ignite

Part II: Justification Letter for Request (One Page Maximum)

Checklist:

- Request letter must be typed and no longer than one page.
- Must include relevant information about what happened, and your plan to remedy any problems.
- If you cite medical, employment, or serious personal issues, you **must** include documentation.
- Attach unofficial copies of transcripts if you attended another school after leaving WSU.
- Turn-in your petition to your department office by the established deadlines provided at www.wichita.edu/engexceptions. **If you do not turn in your petition in person, please call your department to confirm that it was received.**

OFFICE USE ONLY BELOW THIS POINT

Guidelines for Completing Your Petition

Advising

Petition forms will not be presented to the College or University committees unless they are signed by your department chair or an approved proxy. **You do NOT need to acquire the signature prior to submitting your petition; your department chair will review and sign the form you submit it to your department.**

- It is strongly encouraged that you consult with your academic advisor prior to submitting your petition form in order to