

## Directions and Guidelines for Processing this Exception Request

As a fully-accredited public institution of higher learning, the University of Wyoming must comply with various regulations and principles of fairness, uniformity and accountability. UW Regulations have been established by the faculty and administration to address these concerns. ***Exceptions to UW Regulations are justified only in extraordinary circumstances that are normally outside the control of the student.***

1. In reviewing requests for exceptions, university officers must give consideration to all relevant factors such as:
  - a. maintenance of general academic standards;
  - b. general principles of equal treatment to all students;
  - c. justification presented for exception to UW Regulations;
  - d. contribution to the student's problem by university faculty or staff members through misinformation or failure to properly perform duties or undertakings;
  - e. effect of denial of the petition.
2. Please present all related facts clearly and concisely. Set forth your version of the facts, circumstances, and consequences. Attach any documentation that you feel supports your request. If your request is based on a medical problem, be sure to attach documentation from your doctor. If you feel you received misinformation from a faculty or staff member, you are encouraged to ask that individual to provide a statement that should be attached to this petition.
3. Once you have completed your part of the petition, take it to your academic adviser for his/her review and recommendation. Then obtain the signatures and recommendations of: instructor of the course indicated, department head of the course indicated, college dean (or representative) of the course indicated, any other concerned university official.
4. You should then bring the petition to the Office of the Registrar for the final review and decision. A copy of the petition will be mailed to you once a decision has been made. The majority of petitions are acted upon and processed within 48 hours of being received by the Office of the Registrar. However, some may take a few weeks for a decision if additional information is needed, research needs to be completed, or the request needs to be reviewed by the Exceptions Review Committee.

Please do not hesitate to contact the Office of the Registrar at 766-5272 if you have any questions.

**Note: This form should not be used for requests pertaining to financial matters.** Please see the Institutional Refund Policy in this semester's Class Schedule. Questions pertaining to financial matters should be addressed to Student Financial Services, Room 250 Knight Hall, 766-6233. Approval of this Exception Request by the Registrar does not imply that an exception to the Institutional Tuition and Fee Refund Policy is appropriate. A separate request must be initiated with the Accounts Receivable office.

**Office of the Registrar, West Wing of Knight Hall, 766-5272**