The University of Wyoming

University Studies Petition

*(Refer to the Guidelines on the back prior to completing petition)*

UW Regulation 6-407 regarding the University Studies Program states that all new, reentry and transfer students, beginning Fall 1991, must complete their degree under the University Studies Program. Students for whom the University Studies requirements create serious hardship may petition the University Studies Coordinator to waive a requirement or make a substitution. Petitions should be approved by the academic adviser and submitted through the normal college procedures. Exceptions should be necessary and appropriate.

Student’s Name:       ”W” Number:

Student’s e-mail:       Adviser’s e-mail:

College:  Major:       Classification:

Student’s Daytime Phone Number:

Are you receiving Financial Aid?      Are you a member of SEO (Student Educational Opportunity)?

Are you a student athlete?       Are you a veteran?

**Exception Requested:**

[ ]  Request to continue studies under requirements in effect in  semester       (year) based on the reason indicated below.

[ ]  Waiver of       requirement based on information below.

[ ]  Substitution of       requirement with

 (course number and name)

**Reason Exception Requested** (use additional paper as necessary):

(If requesting waiver or substitution, attach copy of course description for any course from another institution.)

**Signed**  **Date**

Recommended Not Recommended

1. 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Academic Adviser Date

1. 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Affected Department Head (for waiver or substitution) Date

1. 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 College Designees of Student’s Major Date

Approved Not Approved

1. 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 University Studies Coordinator Date

1. 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registrar Date

Comments:

**Guidelines for Processing Your Petition**

To uphold academic standards and principles of fairness, uniformity and accountability, exceptions to established policies are justified only under extraordinary circumstances, when found to be necessary to prevent or remedy an unfair, unjust, or unintended, consequence.

1. Complete this petition in consultation with your academic adviser.

 Check which exception you are requesting.

 State clearly the reasons you feel justified in requesting this exception.

2. Obtain the required signatures for approval of your petition in the following order.

1. Students Academic Adviser

2. Head of the department in which the course is listed

3. College Designee of student’s major

 Failure to obtain any of the signatures means that the petition is not approved. Those signing the petition may wish to add clarifying or explanatory comments.

3. If approved, the University Studies Coordinator (Associate Vice President of Academic Affairs Anne Alexander, Room 312 Old Main) will forward your petition to the Office of the Registrar for inclusion in your degree evaluation.

1. If the University Studies Coordinator does **not** approve your request, you must complete the requirement(s) for which you requested an exception.

### College Designees

**College of Agriculture and Natural Resources**

Dr. Donna M. Brown

Associate Dean and Director

College of Agriculture Rm 160

Dept. 3354, 1000 E. University Ave.

Laramie, WY 82071

Campus: College of Agriculture Room 160

 307.766.4135; dmbrown@uwyo.edu

**College of Arts and Sciences**

Michell Anderson

Designee for the Dean

Dept. 3254, 1000 E. University Ave.

Laramie, WY 82071

Campus: Arts and Sciences Building, Room 114

 307.766.4106; manders2@uwyo.edu

**College of Business**

Denise Sheen

Manager, Student Advising

Dept. 3275, 1000 E. University Ave.

Laramie, WY 82071

Campus: Business – BU 168

 307.766.2063; cobaao@uwyo.edu

**College of Education**

Todd Krieger (Undergraduate), Manager, Student Advising

Suzanne Young (Graduate), Associate Dean,

 Graduate Programs

Office of Teacher Education

Dept. 3374, 1000 E. University Ave.

Laramie, WY 82071

Campus: McWhinnie Hall Room 100

 307.766.2230; tkrieger@uwyo.edu

syoung@uwyo.edu

**College of Engineering and Applied Sciences**

Dr. Steve Barrett

Associate Dean

College of Engineering

Dept. 3295, 1000 E. University Ave.

Laramie, WY 82071-3295

Campus: Engineering Room 5060

 307.766.6181; Steveb@uwyo.edu

**Undeclared Majors**

Center for Advising and Career Services

Dept. 3195, 1000 E. University Ave.

Laramie, WY 82071-3195

Campus: Knight Hall Room 222

 307.766.2398

**College of Health Sciences**

##  Fay W. Whitney School of Nursing

Debbie Shoefelt

 Dept. 3065, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Health Sciences Center, Room 335

 307.766.4292; shoefelt@uwyo.edu

 Dental Hygiene

 Lisa Shipley

 Dept. 3432, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Health Sciences Center, Room 110

 307.766.6704; lshipley@uwyo.edu

##  School of Pharmacy

 Linda Gore Martin

 Dept. 3375, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: HS Bldg. 465A

 307.766.6132; druginfo@uwyo.edu

##  Division of Communication Disorders

 Dr. Mark Guiberson

 Dept. 3311, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Health Sciences Center, Room 264

 307.766.5710; mhardinj@uwyo.edu

#  Division of Kinesiology and Health

 Derek Smith

 Corbett Building 119

 Dept. 3196, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Corbett Building 119

 307.766.5227; byra@uwyo.edu

##  Division of Social Work

 Donna Bliss

 Dept. 3632, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Health Sciences Center, Room 308

 307.766.5426; zzleedy@uwyo.edu

 Bachelor of Science degree in Health Sciences and Health Sciences Undeclared

 Undergraduate and Preprofessional Advising Office

 Dept. 3432, 1000 E. University Ave.

 Laramie, WY 82071

 Campus: Health Sciences Center, Rooms 110 and 112

 307.766.6556; admin.hs@uwyo.edu