

GUIDELINES ON PROCESSING THIS PETITION

The Principle of Petitions:

The University of Wyoming, as a fully-accredited public institution of higher education, must comply with general laws, regulations, and principles of fairness, uniformity and accountability. Exceptions to uniform application of general regulations are justified only in extraordinary circumstances, when necessary to prevent or remedy an unfair or unjust consequence.

Steps:

1. Take the Petition Form to your academic advisor. On the Petition, you must clearly and concisely print or type the results and exceptions you seek. Set forth your version of the facts, circumstances and consequences. Give facts not conclusions. Your advisor may help you with the wording of the petition or your advisor may require you to state your case on the petition before he/she confers with you. After the petition is completed, it is to be signed by you and your advisor.
2. Take the petition to the other officials listed on the front side of the Petition to obtain their recommendation, completing the process by returning the Petition to the college dean. Any signer may add clarifying or explanatory comments to the Petition.
3. After all the signatures have been obtained, the petition will be forwarded to the University Registrar. At the time, a copy of the petition indicating whether or not it was granted will be mailed to you. If the college dean or the University Registrar denies the petition, it is your right to refer the matter to the Provost and Vice President for Academic Affairs for further consideration.

If you wish to request a review by the Provost you are responsible for referring the petition to that office. When a petition is denied, after a reasonable period of time (usually one semester) the petition will be considered abandoned.

4. You will need to update your application with the UW Admissions Office when you return, however you will not need to pay the application fee again.

PLEASE PROCESS AND RETURN THIS PETITION WITHOUT UNNECESSARY DELAY