

Exception Request

This form is to be used to request exceptions to University Regulations that affect a student's academic record at the University of Wyoming. **Please be aware of the fact that there is no guarantee that your request will be approved.** This form should not be used for requests pertaining to financial matters (see reverse). **A separate form is required for each request. Please print clearly. Submit an Exception Request for each registration issue.**

Student's Name _____ "W" Number _____

Mailing Address _____ Major _____
Street _____
City _____ State _____ Zip _____ College _____

Are you receiving Financial Aid? _____ Are you a member of SEO (Student Educational Opportunity)? _____
Are you a student athlete? _____ Are you a veteran? _____ Are you an international student? _____
Phone _____ E-mail _____ Degree: _____

❖❖ Please read the directions and guidelines on the back prior to completing this request form. ❖❖

Request for Action: Add a course Drop a course
 Withdraw (after deadline) Change in number of credits for this course
 Other
of credit hours before change: _____ # of credit hours after change: _____

Course Prefix: _____ Course Number/Section: _____ Credit Hours: _____ CRN: _____

Course Title: _____ Semester of Course(s): _____ Year: _____

I am requesting the following exception to University Regulations based on the following extraordinary circumstances. If an explanation is not attached/included, your request will not be considered. (Please be specific. Attach additional sheets/documentation if necessary):

Signature _____ Date _____

Action:

GRANT <input type="checkbox"/>	DENY <input type="checkbox"/>	_____	_____
		Academic Adviser	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Instructor for Course Listed Above	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Department Head for Course Listed Above	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		College Dean or Designee for Course Listed Above	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Scholarships & Financial Aid Associate	Date

Granted Denied _____
University Registrar Date

Comments:

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 Accounts Receivable, Room 250 Knight Hall, 766-6232. 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