REVIEWING AND APPROVING A PETITION FOR EXCEPTION TO UNIVERSITY POLICY IN ONBASE (GRADUATE STUDENTS):

As the graduate coordinator, you'll be asked to weigh in on the following petition types:

> 1) Late Course Add/Drop
> 2) Late Course Withdrawal
> 3) Late Term Withdrawal
> 4) NG/IP Extension
> 5) Other
> 6) Readmit
> 7) Registration Policy
> > a) Additional Course Repeat Request
> > b) Independent Study Request
> > c) Pre-Requisite Waiver
> > d) Transfer Credit Limit
> > e) Waive Course Requirement

Information You Can Provide to Aid in Review

It's helpful to note if the student has already been in contact with you and had some engagement with you. Please let us know if you believe the student can be successful in their petition request.

It is also helpful for you to guide the student to select the right petition type.

Finally, the more specific in the conditions you provide for approvals of petitions the better.

Interacting with the Petition for Exception to University Policy Form

When a student has submitted a petition for your review, you will receive a notification email. It will contain the student's name, ID, and a link to the petition form in OnBase.

Note: We want you to interact with the petition and the student just as you have always done – if you prefer to first meet and discuss the matter with the student before completing your review, please continue to do so. The ease with which our campus community interacts with this form is meant to help make the logistics of this process easier and more user-friendly. It is not meant to halt the important conversations that are had surrounding these requests for exception to policy.
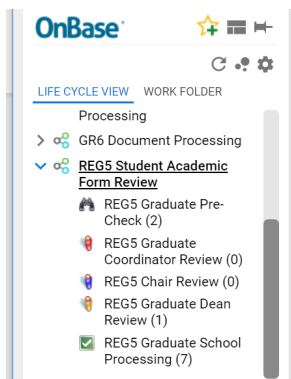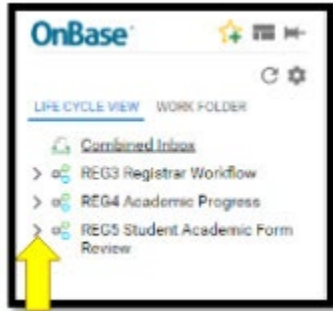
You can access the petition form in two ways:

1. Click the link in the notification email or
2. Log into OnBase to view your review queue: onbase.wcupa.edu.

If you click the link in the notification email, it will take you directly to the petition.

If you wish to view all the petitions awaiting approval in your queue, please follow these steps:
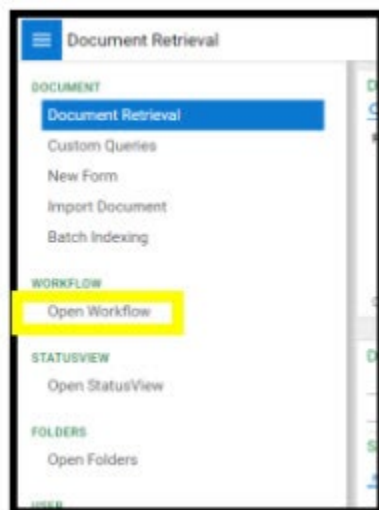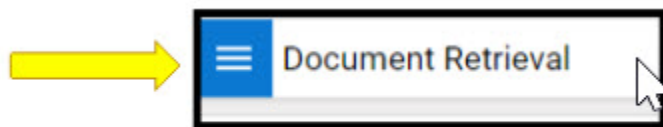
5. Click on **the REG5 Graduate Coordinator Review** queue to view any petitions that have been routed to you.
6. You'll next see a list of student id numbers and names. These are the petitions in your queue.
7. Click on one of the students to open their petition. You'll see the student's name, ID, and email address.

Petition for Exception to Policy – GRADUATE

The Graduate School
McKelvie Hall
102 W Rosedale Ave
West Chester University
gradschool@wcupa.edu | 610-436-2943

It is the student's responsibility to adhere to all academic deadlines and policies, however, WCU is sensitive to students who find themselves facing urgent matters beyond their control. The Petition for Exception to University Policy process is designed to help those students when serious or unforeseen circumstances occur, making late enrollment actions and other exceptions to policy necessary. This form is not to be used as a way for students to avoid receiving low grades or to clean up their record. Students will be required to explain the extenuating circumstances and provide documentation that supports those circumstances.

Please note: If you are seeking a late course add or late course withdrawal from more than one course, you must use a separate form for each course. If you are seeking a withdrawal from all courses in a given semester, please select 'late term withdrawal.'

Student Information

WCUID*	First Name	Last Name	Email
	BRENNA	BAKER	@WCUPA.EDU

8. You'll also see the Petition Information with details on what type of exception the student is requesting.

    Students can request the following types of Petitions:
    1) Late Course Add/Drop

2) Late Course Withdrawal
3) Late Term Withdrawal
4) NG/IP Extension
5) Non-Degree Credit Limit
6) Other
7) Readmit
8) Refund Policy
9) Registration Policy
    a) Additional Course Repeat Request
    b) Independent Study Request
    c) Pre-Requisite Waiver
    d) Transfer Credit Limit
    e) Waive Course Requirement

Petition Information

Petition Type
LATE TERM WITHDRAWAL

Please indicate the Term and Year you are petitioning for:

Term*   Year*
FALL   2021

This may be done after the Term Withdrawal deadline or in instances in which a release of academic tuition/fees is being requested.

Request Release of Charges*
NO

Your exception to the withdrawal deadline will be considered as of the day you submit this petition. Tuition adjustments for term withdrawals will be based on the WCU Refund Policy. Please indicate if you are requesting consideration for an exception to the refund policy due to extenuating circumstances beyond your control. In the explanation field, please clarify the type/percentage of tuition adjustment you are requesting.
Please review the WCU refund policy: https://www.wcupa.edu/registrar/refundsWithdrawals.aspx

Supporting Documentation

Please provide a detailed explanation of the extenuating circumstances surrounding your request for an exception to policy.*
I need to withdraw from the semester due to personal circumstanced beyond my control. I have not been able to focus on my classes this semester and did not know there was a deadline to withdraw.

9. The student is required to submit supporting documentation, but for privacy purposes, we have limited access to that documentation to the staff who process petitions within the Graduate School. Please don't request that the student send medical documentation or other supporting documents to you – they are not missing, just not viewable.

10. Scroll to the bottom of the form to the **Graduate Coordinator Review** section. Here you can enter in your comments regarding the petition and select Support or Do Not Support. Please also be detailed in your conditions. Once you select, the Reviewer and Date field will populate with your name and

Graduate Coordinator Review

Decision *	Reviewer	Date
○ Support	Renta, Dawn J.	12/08/2021
● Do Not Support		

Explanation (If none, write none): *

Student is not new to the University.

Conditions (If none write none): *

None

11. Click the **Save** button in the bottom left corner. Your comments will be saved, and the entire petition will move forward to the next reviewer in workflow.

If you have any questions on the petition form or process, please reach out to the Graduate School (gradpetitions@wcupa.edu).

Content Manager: The Graduate School

Last Updated 1/21/2022