How to Submit a Petition for Exception to University Policy (Graduate Students)

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Graduate students understand that it is their responsibility to adhere to all published deadlines and policies, however, the university recognizes that sometimes life events throw stumbling blocks in our path. WCU is sensitive to students who find themselves facing urgent matters beyond their control. You can review those policies in the Graduate Catalog.

A Petition for Exception to University Policy may be utilized when a student needs to:

1. Add a class after the add period has ended
2. Withdraw from a course or an entire semester after the deadline
3. Seek additional readmission after dismissal
4. Seek an extension to an NG or IP grade
5. Seek a tuition adjustment for a withdrawn semester after the published refund deadline
6. Seek other exceptions to policy.

Note: Graduate students seeking multiple exceptions (ex. late add and a late course withdrawal) must use a separate petition form for each action.
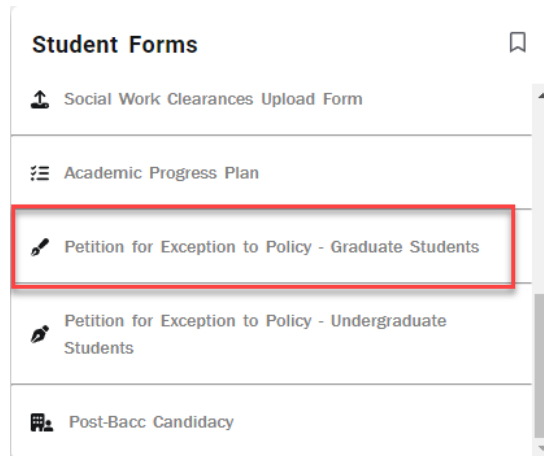
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NAVIGATION -

- Log into RamPortal – **ramportal.wcupa.edu**
  - The RamPortal Home Page Navigation provides basic navigation instructions.
- Locate the **Student Forms** card.

- You will find the **Petition for Exception to Policy – Graduate Students** link on this card.

- Click on that link to open the **Petition for Exception to Policy**.

COMPLETE THE PETITION

- You will notice your ID, First Name, Last Name, and Email address pre-populate.

- Please select the type of exception you are seeking. **Note:** If you are seeking to withdraw from a course, you will select Late Course Withdrawal. If the one course you wish to withdraw is the *only* course you're taking that semester, it is considered a Term Withdrawal.

- Once you select your petition type, you will need to provide details.

- If you select Late Course Add, Late Course Withdrawal, or Additional Course Repeat; you will need to provide the Course Subject, Course Number, Section Number, Faculty Email Address (in the traditional first initial + last name + @wcupa.edu format), Term (ex. Fall, Spring), and the Year. Be sure to type in the correct faculty email address, so the review process is not held up due to misdirected paperwork. Faculty contact information can be found on the WCU website. **The Faculty Email is used for routing the form, so only enter one email accurately or it will not be processed.**

- Please select the type of exception you are seeking. **Note:** If you are seeking to withdraw from a course, you will select Late Course Withdrawal. If the one course you wish to withdraw is the *only* course you're taking that semester, it is considered a Term Withdrawal.

Please note there are additional choices than those shown above.

- Once you select your petition type, you will need to provide details depending upon the type of petition.

- Once you've selected the **Petition Type**, you will need to upload any **Supporting Documentation** you have that provides proof of your extenuating circumstances. This documentation may include things such as medical paperwork, a note from a medical provider, an eviction notice, an accident report, or even an email exchange with an academic advisor or department chair. **Note:** Only jpeg/jpg, tff/tiff, and PDF files can be accepted. You will be unable to upload images taken with a mobile device that are not converted to one of those formats.

Supporting Documentation

Please provide any documentation that supports your extenuating circumstances (i.e., medical documentation, accident report, eviction notice).

Attach up to 4 Documents

Please Note: If you receive the message "Upload Failed" when attempting to attach your document, please check the file extension. Only .jpeg/.jpg, .tff/.tiff, and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to .jpeg/.jpg, .tff/.tiff, and PDF are not compatible with this form.

- Next, provide an **explanation** for your request. This field is extremely important. Give details that clarify the extenuating circumstances surrounding the missed deadline or need for policy exception. **For example:** Don't just say you missed a deadline because of illness. Instead, explain when you started to feel ill, when you met with a medical professional, and if they felt you needed to rest for a certain number of days, provide that information, as well. If you reach out to a faculty member or advisor to discuss the matter, provide that information, too. This is where you help us to fully understand your situation.

Explanation

Please provide a detailed explanation of the extenuating circumstances surrounding your request for an exception to policy. *

- Next, you'll be asked to connect with the Financial Aid Office (if you have financial aid) and make sure that your request for an exception does not impact your aid. Often, students who seek an adjustment of tuition and fees find that they are then required to repay their awarded financial aid. Check the box to indicate that you have connected with the Financial Aid Office.

Financial Aid Awareness

Students requesting withdrawal petitions must contact Financial Aid before submitting the petition, so they may receive counseling on the implications of this action on their student account. Often, when petitions are approved, repayment of awarded financial aid by the student is required.

☐ I acknowledge that I have met with Financial Aid and understand the implications of my request. *

Date

- Those are all the fields you need to complete. Next, click the **Submit** button at the bottom of the form to submit your petition for review.

Submit

- You will know your petition for exception to policy successfully submitted when you see this page in your browser. You will also receive a confirmation in your WCU email.

Document Upload Successful

Please click the "Home" button on the myWCU bar to return to the student portal.

Note: Submitting a petition form does not send it directly to The Graduate School. Your request will first be sent to your Graduate Coordinator and Department Chair for review and approval before it makes its way to The Graduate School.

- Any issues with the form, please email: gradschool@wcupa.edu.