

STUDENT SCHEDULE EXCEPTION APPEAL

PREVIOUS AND CURRENT TERM

A \$50 Schedule Change Fee will be assessed per course change.

Additional tuition/fees may apply (i.e., course fees, overload surcharge, etc.)

In exceptional cases, students may request an exception from university policy for schedule changes. However, this appeal **will not** be processed if any of the following conditions exist:

- The student is not officially admitted for the term.
- The student was not eligible to register due to hold flags that prohibited registration for term.
- The withdrawal is for poor academic performance.
- Adding a class puts the student in an unapproved course overload (more than 19.5 hours); additional tuition/ fees will apply.
- The student has been dropped by the University (i.e. Academic Probation).

Procedure

1. Provide a written description below of the extenuating circumstances that warrant an exception to the deadline.
2. Attach relevant documentation to support your appeal, if applicable.
3. To begin the appeal process, submit the form to the instructor of the course for approval. Next, take the form and documentation to the department head's office. If approved by the department head, the form and documentation will be sent to the dean of the college in which the course is taught.
4. Following review by the dean, the approved form will be sent to the Office of the Registrar for final processing.

Note: Please be aware that current semester forms received at the end or after the semester may be subject to a processing delay until final grades have been submitted.

Student Name: (Print) _____	WKU ID _____
Mailing Address _____	City _____ State _____ Zip _____
E-Mail Address _____	Daytime or Cell Phone _____

- () **Add** – Instructor must submit Change of Grade Card assigning grade with this approved form, if for a previous term. Tuition must be paid before the class will be added, if applicable. Term: _____
- () **Withdraw** – Grade of "W" CRN: _____
- () **Change from credit to audit** Course ID: _____
Failure to fulfill the professor's requirements of an audit, including class attendance, may result in your withdrawal from the course. Subject Course Section
- () **Change from audit to credit.** (grade change card required if for a previous term)
- () **Drop Student for Nonattendance** (See Attendance Policy)
- () **Change from one section of a course to a different section of same course.** (Current term only)

Rationale of Exception:
(use back of sheet if necessary)

I have read and understand the conditions listed above the name/address block

Student Signature

Approvals:

Instructor's name (print) Date

Signature of Department Head Date

Signature of Instructor Date

Reviewed by Dean Initials Date