

STUDENT SCHEDULE EXCEPTION APPEAL FOR PREVIOUS 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 that 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 was 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 this 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.

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

- Add - Instructor must submit Change of Grade Card assigning grade with this approved form. Tuition must be paid before the class will be added, if applicable.
- Withdraw - Grade of "W"
- Change from credit to audit
- Change from audit to credit (grade change card required)
- Drop student for Nonattendance (See Attendance Policy)

Term: _____

CRN: _____

Course ID: _____

Subject Course Section

Rationale for 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)

Signature of Department Head

Date

Signature of Instructor

Date

Reviewed by Dean

initials

Date