



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

Last edit date: 8/19/2025

Undergraduate 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.

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

- Add a class after the add period has ended,
- Withdraw from a course or an entire semester after the deadline,
- Seek additional repeats when the course or career repeat limit has been reached,
- Seek a tuition adjustment for a withdrawn semester after the published refund deadline, or
- Seek other exceptions to policy.

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

CONTENTS

[Navigation](#)

[Complete the Petition](#)

NAVIGATION -

- Log into RamPortal – ramportal.wcupa.edu
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).

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

Student Forms

- Social Work Clearances Upload Form
- Academic Progress Plan
- Petition for Exception to Policy - Graduate Students
- Petition for Exception to Policy - Undergraduate Students**
- Post-Bacc Candidacy

- 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.

Student Information

EMPLID * First Name Last Name Email

Petition Information

- 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.

Petition Information

Petition Type *

- LATE COURSE ADD
- LATE COURSE WITHDRAWAL
- LATE TERM WITHDRAWAL
- ADDITIONAL COURSE REPEAT
- REFUND POLICY
- OTHER

- 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.**

A horizontal row of six input fields. The first three are labeled 'Course Subject *', 'Course Number *', and 'Section *'. The last three are labeled 'Faculty Email *', 'Term *', and 'Year *'. Each field has a small downward arrow on its right side, indicating a dropdown menu.

- If you select Late Term Withdrawal or Refund Policy, you will be asked to provide just the Term and the Year from which you are seeking a withdrawal or tuition adjustment.

A horizontal row of two input fields. The first is labeled 'Term *' and the second is labeled 'Year *'. Each field has a small downward arrow on its right side, indicating a dropdown menu.

- If you select Other, you will need to make one of the following selections:

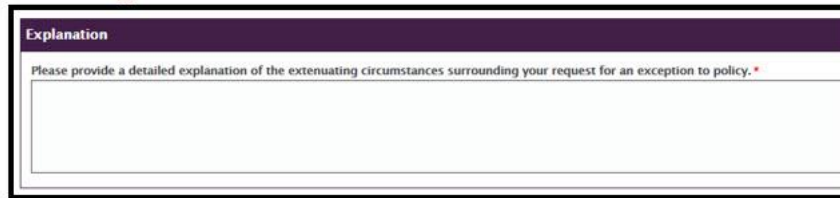
The 'Petition Information' section of the form. It features two dropdown menus. The first, 'Petition Type *', has 'OTHER' selected. The second, 'Other Type *', has a dropdown menu open showing three options: 'EXCEPTION FOR ACTION AFTER DEADLINE', 'EXCEPTION TO TRANSFER CREDIT POLICIES', and 'OTHER'. Three yellow arrows point from the 'Supporting Documentation' section below to each of the three options in the 'Other Type' dropdown.

- 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.

The 'Supporting Documentation' section of the form. It includes a text area with the instruction: 'Please provide any documentation that supports your extenuating circumstances (i.e., medical documentation, accident report, eviction notice)'. Below this is a button labeled 'Attach up to 4 Documents'. At the bottom, there is a 'Please Note' section with a warning about file formats: '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

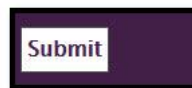
reached out to a faculty member or advisor to discuss the matter, provide that information, too. This is where you help us to fully understand your situation.



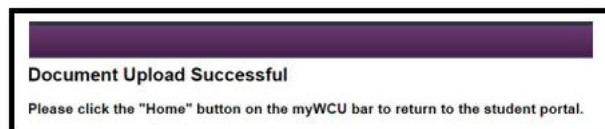
Explanation

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

- Next, you'll be asked to contact 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.
- 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.



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



Note: Submitting a petition form does not send it directly to the Office of the Registrar. Your request will first be sent to your department and college for review and approval before it makes its way to the Registrar's Office. Once it reaches the Office of the Registrar, you can expect the final review and processing to take about 2 - 3 weeks.

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