



Request for an Exception to Enrollment Policy

Registration and Scheduling
5057 Woodward - Room 5101
Detroit, Michigan 48202

Office: ESP@lists.wayne.edu Fax: (313) 577-3769

Last Name:(print) (circle) Ms. or Mr.	First Name:	Middle Name:	WSU ID Number:
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ALL DECISIONS WILL BE COMMUNICATED VIA YOUR WSU E-MAIL ADDRESS.
If you have not activated your FREE WSU e-mail address you can do so at: <http://support.wayne.edu/AccessID/>
If you need assistance, contact the C&IT Help Desk at (313-577-4778).

Your WSU e-mail address:	Phone Number:
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Applicable Term/Year (complete one) Fall 200 ___ Spring/Summer 200 ___ Winter 200 ___

Are you a financial aid recipient? (circle one) Yes No

If yes, and this request is approved, you may have to repay aid for the applicable academic year. For more information, please contact WSU Scholarships and Financial Aid at (313) 577-3378.

List requested actions for each impacted class in the applicable term. Please use the following action codes:
 R = Register D = Drop AD = Add
 CT = Cancel Tuition CF = Cancel Registration Fee CLF = Cancel Late Registration Fee CR = Cancel Registration

Action Code	Dept. and Course Number:	Course Reference Number:	Credit Hours	Date Last Attended	Instructor's Signature and Date	Department Approval Stamp and Date, if applicable
<i>CR</i>	<i>ENG 1000</i>	<i>12345</i>	<i>3</i>	<i>2/01/2000</i>	<i>Example</i>	

Please provide a comprehensive statement of the facts and a complete description of the resolution you are requesting. If necessary, attach additional pages.

Student Signature: _____ Date: _____

OFFICE USE	Received:	Sent:	Stat:
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A Request for an Exception to Enrollment Policy form should be filed when you are requesting an exception to the established term deadline for registration, drop and/or add, tuition and fee cancellation. You must provide a detailed explanation and document the circumstances that are the basis of your request. To facilitate the review, your request should be accompanied by appropriate supporting documentation. Documentary evidence from a University representative **must** be on University (letterhead) stationery. The documentation must include your name, student identification number, term, course and section number, and the signature of the person providing the information. Supporting information provided by electronic mail must be sent from the university representatives WSU e-mail account.

Non-Attendance, by itself, is not an acceptable reason for not following University Policy and dropping a class in a timely manner. The Non-Attendance Policy is designed to provide relief to those students who in their **first term** at Wayne State may not be familiar with the Tuition Cancellation Policy. The Non-Attendance Policy will provide 40% tuition cancellation only for students in their **first term** at Wayne State. Instructors for **all courses** must verify the student did not attend classes after the tuition cancellation deadline.

Deadline Date for Filing: Fall Term ~ March 1 Winter Term ~ July 1 Spring/Summer Term ~ November 1
If the deadline falls on a weekend, it will be extended to the next business day. Applications must be received by the filing deadline date because exceptions to the deadline will not be granted.

We cannot consider a request unless it is clearly stated in writing and complete with documentation. Return the completed form together with supporting materials to Registration and Scheduling – Attention: Exceptions & Special Programs.

While your request is under review, you are advised to make tuition payments on schedule.

Exception Request	Documentation and Other Requirements
Registration	<ul style="list-style-type: none"> • Written notification from your school/college Dean which supports your request; • Written notification from department or college representative providing specific information pertaining to your request; • All required signatures and approvals on Exception to Enrollment request form; • All Holds must be released.
Drop and/or Add, Drop with Tuition Cancellation	<ul style="list-style-type: none"> • Memo from department or college representative providing specific information pertaining to your request; • All required signatures and approvals on Exception to Enrollment request form.
Advising Issue	Written notification from your advisor, department representative, or college representative that describes the situation and provides details regarding the advising issue.
Difficulty with the Instructional Process	Written notification from your advisor, department representative, college representative, or instructor of the course describing the situation and the resulting problems.
Financial Aid Issue	Written notification from an Office of Scholarships and Financial Aid representative providing specific information pertaining to your request and the possible implications on fund disbursement.
Cancel Registration Fee, Cancel Late Registration Fee	Submit documentation in support of your request.
Non-Attendance - First Term Only	Written notification from each instructor verifying that you did not attend classes after the tuition cancellation deadline. The actual dates of last attendance must be provided.
Crisis Situation	Letter from clergyman, physician, counselor or other professional on official stationery indicating the nature of the problem and why it prohibits you from attending classes. The letter should include the specific dates this situation occurred.
Serious Illness of an ***Immediate Family Member	Letter from physician or hospital on official stationery, indicating the nature of the problem and why it prohibits you from attending classes. The letter should include the specific dates this situation occurred.
Death in ***Immediate Family	<ul style="list-style-type: none"> • Obituary notice or death certificate; • Documentation establishing your relationship to the deceased

***Immediate family is defined as husband, wife, domestic partner, father, mother, brother, sister, son, step-son, daughter, step-daughter, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law. Aunt, uncle, niece, nephew, and cousin shall be considered members of the immediate family only if living in the student's household.