

# WAYNE STATE UNIVERSITY

## UNIVERSITY ACADEMIC APPEAL PROCEDURE

In matters where a College's final decision is based upon the evaluation of a student's academic performance, and when review procedures available to him/her within the College have been exhausted, the student may request the Provost to review that decision on the record. A written Request for a Provost Review must be made by the student himself/herself, with a copy to the Dean of the College, postmarked within thirty calendar days of the postmark of the College's final decision, which is to be sent to the address provided by the student in the College's review procedures. The Provost's review of the College's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

The student may also file with the Provost a Request for a Postponement of the effect of the College's final decision. Such a Request must be postmarked within seven calendar days of the postmark of the College's final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly and convincingly that the injury to the College or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College must be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three school days after receiving the request.

Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.

# WAYNE STATE UNIVERSITY

## GENERAL EDUCATION EXCEPTION REQUEST FORM

Please read all of the information on the reverse side prior to filling out this form. It is advisable to meet with your academic advisor **before** submitting this form. Please attach your transcript and any supporting material or documentation that you feel is pertinent to the review of your request. Your request can also be submitted in the form of a letter. All requests must be signed by the student regardless of the format of the request.

Student Name \_\_\_\_\_

ID Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

College \_\_\_\_\_

Major \_\_\_\_\_

Please state the exception requested:

Please state the reason for your request (additional sheets may be added):

\_\_\_\_\_  
*Student Signature and Date*

**Mail To: Dr. William E. Hill, Ed. D.**  
**Assistant Vice President**  
**Office of the Provost**  
**Vice President of Academic Affairs**  
**656 W. Kirby, Room 4092 F/AB**  
**Detroit, MI 48202**  
**Office (313) 577-2023 / FAX (313) 577-5666**

# WAYNE STATE UNIVERSITY

## GENERAL EDUCATION REQUIREMENTS PETITION PROCESS

University-wide General Education Requirements apply to all undergraduate students seeking baccalaureate degrees from Wayne State University—irrespective of the College or School in which they are enrolled. It is the responsibility of the student to satisfy all University, College and Program requirements.

Since the various Colleges and Schools may impose additional College or School requirements and/or specify particular courses which their students must elect in fulfilling the University-wide Requirements, it is essential that all students seek advice from the [Wayne State University Bulletin](#), the University Advising Center and their respective College/School Advising Office before electing courses to satisfy General Education Requirements.

The General Education Petition process is available for students whom wish to have a requirement or deadline waived or altered or who wish to appeal a decision regarding a general education requirement.

Students should first check with their advisor if there is a question about a requirement.

There are two kinds of general education appeal petitions:

- A. College/School Petitions deal with college/school level requirements and should be addressed to the specific college/school. Each college/school has academic appeal procedures in place for such petitions. Please check with your advisors regarding how to proceed in your program.
- B. University General Education Petitions deals with University regulations and the University-wide General Education Requirements.

If you need to submit an appeal on behalf of University-wide regulations or General Education Requirements, follow these steps:

- a. Meet with your advisor to discuss the problem.
- b. Submit in writing a brief narrative explaining the problem and the remedy you seek. Include your student identification number, college (major), and attach any supporting documentation. Make sure that you sign the request and include your current address.
- c. Submit your request to the Associate Provost for Academic Programs, 4116 Faculty/Administration Building. Petitions normally take 2 or more weeks for processing.
- d. You will receive a letter informing you of the disposition of your appeal by mail.

**NOTE: Petition requests must be in writing with your signature. Oral and E-mail requests are not accepted. All information regarding your petition, including the decision regarding your appeal, is private information. Therefore, information about the appeal will not be given out over the phone.**