

The University of Wyoming University Studies Petition

(Refer to the Guidelines on the back prior to completing petition)

UW Regulation 6-407 regarding the University Studies Program states that all new, reentry and transfer students, beginning Fall 1991, must complete their degree under the University Studies Program. Students for whom the University Studies requirements create serious hardship may petition the University Studies Coordinator to waive a requirement or make a substitution. Petitions should be approved by the academic adviser and submitted through the normal college procedures. Exceptions should be necessary and appropriate.

Name of Student _____ "W" Number _____

Student's e-mail _____ Adviser's e-mail _____

College _____ Major _____ Classification _____

Student's Daytime Phone Number _____

Exception Requested:

_____ request to continue studies under requirements in effect in _____ semester _____ (year)
based on the reason indicated below.

_____ waiver of _____ requirement based on information below.

_____ substitution of _____ requirement with _____
(course number and name)

Reason Exception Requested (use additional paper as necessary):

(If requesting waiver or substitution, attach copy of course description for any course from another institution.)

Signed _____ Date _____

Recommended Not Recommended

Academic Adviser Date

Affected Department Head (for waiver or substitution) Date

College Designees of Student's Major Date

Approved Not Approved

University Studies Coordinator Date

Registrar Date

Comments:

OR 09/08

_____ Posted to CAPP

Guidelines for Processing Your Petition

To uphold academic standards and principles of fairness, uniformity and accountability, exceptions to established policies are justified only under extraordinary circumstances, when found to be necessary to prevent or remedy an unfair, unjust, or unintended, consequence.

1. Complete this petition in consultation with your academic adviser.
Check which exception you are requesting.
State clearly the reasons you feel justified in requesting this exception.
2. Obtain the required signatures for approval of your petition in the following order.
 1. Students Academic Adviser
 2. Head of the department in which the course is listed
 3. College Designee of student's major

Failure to obtain any of the signatures means that the petition is not approved. Those signing the petition may wish to add clarifying or explanatory comments.

3. If approved, the University Studies Coordinator (Associate Vice President of Academic Affairs Rollin Abernethy, Room 312 Old Main) will forward your petition to the Office of the Registrar for inclusion in your CAPP degree progress report.
4. If the University Studies Coordinator does **not** approve your request, you must complete the requirement(s) for which you requested an exception.

College Designees

College of Agriculture

Dr. James K. Wangberg
Associate Dean and Director
College of Agriculture Rm 156
Dept. 3354, 1000 E. University Ave.
Laramie, WY 82071
Campus: College of Agriculture Room 156
307.766.4135; wangberg@uwyo.edu

College of Arts and Sciences

Ilona Reif
Student Affairs Coordinator
Dept. 3254, 1000 E. University Ave.
Laramie, WY 82071
Campus: Arts and Sciences Building, Room 114
307.766.4106; ireif@uwyo.edu

College of Business

Rhonda Baccari
Manager, Student Advising
Dept. 3275, 1000 E. University Ave.
Laramie, WY 82071
Campus: Crane Hall Room 202
307.766.2063; rbaccari@uwyo.edu

College of Education

Todd Krieger
Manager, Student Advising
Office of Teacher Education
Dept. 3374, 1000 E. University Ave.
Laramie, WY 82071
Campus: McWhinnie Hall Room 100
307.766.2230; tkrieger@uwyo.edu

College of Engineering

Dr. Richard Schmidt
Associate Dean
College of Engineering
Dept. 3295, 1000 E. University Ave.
Laramie, WY 82071-3295
Campus: Engineering Room 2085
307.766.4253; schmidt@uwyo.edu

Undeclared Majors

Center for Advising and Career Services
Dept. 3195, 1000 E. University Ave.
Laramie, WY 82071-3195
Campus: Knight Hall Room 222
307.766.2398

College of Health Sciences

Fay W. Whitney School of Nursing
Debbie Shoefelt
Dept. 3065, 1000 E. University Ave.
Laramie, WY 82071
Campus: Health Sciences Center, Room 335
307.766.4292; shoefelt@uwyo.edu

Dental Hygiene

Lisa Shipley
Dept. 3432, 1000 E. University Ave.
Laramie, WY 82071
Campus: Health Sciences Center, Room 110
307.766.6704; lshipley@uwyo.edu

School of Pharmacy

Maria Bennett
Dept. 3375, 1000 E. University Ave.
Laramie, WY 82071
Campus: Pharmacy Building 108
307.766.6132; mariav@uwyo.edu

Division of Communication Disorders

Dr. Mary Hardin-Jones
Dept. 3311, 1000 E. University Ave.
Laramie, WY 82071
Campus: Health Sciences Center, Room 264
307.766.5710; mhardinj@uwyo.edu

Division of Kinesiology and Health

Dr. Mark Byra
Corbett Building 119
Dept. 3196, 1000 E. University Ave.
Laramie, WY 82071
Campus: Corbett Building 119
307.766.5227; byra@uwyo.edu

Division of Social Work

Dr. Mona Schatz, Director
Dept. 3632, 1000 E. University Ave.
Laramie, WY 82071
Campus: Health Sciences Center, Room 308
307.766.2562; zzeedy@uwyo.edu

Bachelor of Science degree in Health Sciences and Health Sciences Undeclared

Undergraduate and Preprofessional Advising Office
Dept. 3432, 1000 E. University Ave.
Laramie, WY, 82071
Campus: Health Sciences Center, Rooms 110 & 112
307.766.6556; admin.hs@uwyo.edu