



## Request for Exception to the Enrollment Policy Form ESP@wayne.edu

**Mail/Fax/Email to:** Records and Registration Office  
5057 Woodward, Fifth Floor  
Detroit, MI 48202  
email: esp@wayne.edu  
Fax: (313) 577-7870

**Drop Off:** Student Service Center Lobby  
Welcome Center  
42 W. Warren  
Detroit, MI 48202  
Phone: (313) 577-2100

Wayne State University's enrollment policies are found in section 8 of the current year's Tuition and Fee Regulations: <https://wayne.edu/registrar/tuition/tuition-and-fee-regulations>. The University Registrar has authorization to make adjustments in the application of enrollment policies when unusual circumstances warrant.

Examples of circumstances that may warrant special consideration include serious illness or death of the someone closely related to the student, or mis-advisement by a University representative. In the event of a student's illness, please use the Medical Withdrawal form found at <https://wayne.edu/registrar/forms>.

**Requests are not considered until this form is completed in its entirety and submitted with documentation. Samples of documentation are listed on the next page.**

**Course registrations cannot be cancelled with tuition reimbursement** for reasons such as:

- Lack of awareness of drop/add deadlines
- Changes in work schedule or other employment demands
- Amount of financial aid award
- Insufficient funds or inability to pay
- Claims of lack of information
- Other reasons that are within the control of the student

Non-attendance, except for situations falling under the University non-attendance policy regarding first term students, is not in and of itself a reason for tuition and fee cancellation.

**Late withdrawals, with no tuition reimbursement, cannot be considered** for a student's lack of awareness of the drop/add/withdraw deadlines. Technical difficulties need to be documented with screen shots or copies of emails sent to [registration@wayne.edu](mailto:registration@wayne.edu) before the withdraw deadline.

Students need to know the financial implications if their request is approved. **Financial aid may be recalled and require repayment** depending on a student's last day of attendance in a course.

- If this request is for the current semester, prior to the 10<sup>th</sup> week, submit a withdrawal for the course(s) through Academica.
- Instructions on how to withdraw from a course are available online at <https://wayne.edu/registrar/withdrawals>

International students should meet with an advisor in the Office of International Scholars (OISS) before proceeding with a request to ensure there will be no repercussions with their visa status.

**Please Allow Two to Four Weeks for Processing**  
Tuition payments should be made on schedule while this request is under review.



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Reasons of Requests	Supporting Documentation and Requirements
Late Add after last date for registrations	<ul style="list-style-type: none"> <li>All Holds Must Be Released</li> <li>Written notification from department or college representative providing specific information pertaining to your request;</li> <li>All required approvals must be obtained prior to submitting the request. Verification that the department override has been entered into the system must be provided.</li> </ul>
Adjust course credits	<ul style="list-style-type: none"> <li>For a course offering variable credits, this request must be accompanied with written approval from the instructor of record or your advisor.</li> <li>All holds must be released for an increase in credits. Additional tuition is due immediately.</li> </ul>
Withdrawal from Class After the Deadline <b>No Tuition Cancellation</b>	<ul style="list-style-type: none"> <li><b>Please Note: Late Withdrawal exceptions are rarely approved. Students are responsible for initiating a withdrawal before deadline dates.</b></li> </ul>
Advisor or other University Error	Written confirmation from your advisor, department or college representative that describes the situation and provides details regarding the error.
Difficulties with the Instructional Process	Written recommendation of the department chair or college dean.
Financial Aid Issue	Documentary evidence from a financial aid officer explaining the university error that directly caused the problem.
Cancel Registration Fee/Late Registration Fee	Relevant documentation from your advisor in support of your request.
Non-Attendance – <b>First Term of enrollment Only</b>	Written confirmation from each instructor which verifies that you did not attend classes after the tuition cancellation deadline.
Crisis Situation Personal or *Immediate Family Member	<ul style="list-style-type: none"> <li>Provide a time line of what occurred as part of your statement.</li> <li>Letter on professional stationery from legal, medical or other relevant professional indicating the nature of the problem and why it prohibits you from attending classes.</li> <li>The letter should include the specific dates this situation occurred.</li> <li>Other possible support: police report, court order, visa, airline ticket or itinerary emails.</li> </ul>
Serious Illness of an *Immediate Family Member	<ul style="list-style-type: none"> <li>Provide a time line of what occurred as part of your statement and a document establishing your relationship to the affected family member.</li> <li>Letter on professional stationery from the physician or medical professional indicating the nature of the problem and why it prohibits you from attending classes.</li> <li>The letter should include the specific dates this situation occurred.</li> </ul>
Death in *Immediate Family	<ul style="list-style-type: none"> <li>Provide a time line of what occurred as part of your statement and a document establishing your relationship to the deceased family member.</li> <li>A copy of death certificate, published obituary or memorial folder is also needed.</li> </ul>
<p><b>*Immediate family</b> 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.</p> <p>Aunt, uncle, niece, nephew, and cousin may be considered members of the immediate family only if living in the student's household.</p>	



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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. Exceptions to the deadline will not be granted.**

<b>Name (last, first, middle):</b>	<b>WSU Access ID:</b>
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<b>WSU ID Number:</b>	<b>Phone Number:</b>
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**ALL DECISIONS ARE COMMUNICATED THROUGH YOUR WSU E-MAIL ADDRESS**

Applicable Term/Year (complete one): Fall 20\_\_\_\_\_ Winter 20\_\_\_\_\_ Spring-Summer 20\_\_\_\_\_

Provide all requested data for your classes in the applicable term (per sample line):  
**Action Codes:**  
**ADD** – Add **CT** – Drop with Tuition Cancellation  Cancel Open or Late Registration Fee  
**ADJ** – Adjust credits **W** – Withdraw with No Tuition Cancellation

Action Code	Subject & Course Number	CRN	Credit Hours	Date Last Attended	Date of Drop-Add-Withdraw
Sample: ADD	ENG 1000	98765	3	10/31/2022	11/01/2022

**Provide a complete statement of the facts and the resolution you are requesting. If necessary, attach additional pages with documentation.**

  
  
  
  
  
  
  
  
  
  

Are you a financial aid recipient? (check one)      Yes      No  
 If yes and this request is approved, **you may have to repay aid for the applicable academic year.** For more information, Student Service Center staff are able to answer your questions at (313) 577-2100 or [studentservice@wayne.edu](mailto:studentservice@wayne.edu)

Student Signature:	Date:
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