



Exceptions to Policy

- Administrative Errors
 - HSDE will grant exceptions for all administrative errors.
 - Administrative errors will be granted with minimal documentation and without an Exception to Policy when the error is committed by:
 - WSU Staff
 - CTE Site Coordinators and Secretaries
 - CE Teachers
 - High School Counselors
 - Must be supported by a note from a program administrator
- Schedule Changes
 - HSDE will grant exceptions for schedule changes for which the student has no control over. A W will be issued. Minimal documentation is required (submission by the CTE coordinator is sufficient.)
- ETP Deadlines
 - Students may add or drop CE courses until the deadlines set forth at the beginning of each semester/school year.
 - Once the initial deadlines have passed, CE will enter a week-long late registration period. Students must complete the ETP form and include supporting documentation to be registered for their WSU courses. During this time students may only register late; they are not eligible for a full drop. They are eligible for a withdrawal.
 - After the late registration period, students will only be registered because of administrative errors or extenuating circumstances. All extenuating circumstances will be considered on a case-by-case basis.
 - All full drops (refund included) must be completed within the registration period. Drops resulting in a W, without a refund, may be petitioned up until June 15 following the school year.
 - Students who drop their courses at the high school but not at WSU may be removed from courses with a W until June 15 each year.
 - Students who attended the course at their high school but did not register for CE during the registration period are welcome to register during the late registration period, but are not subject to register beyond the final deadline unless it is connected to an administrative error or extenuating circumstances.
 - Registration and Drop requests occurring after June 15 will be considered case-by-case with appropriate documentation.
 - Cases over a year old will not be considered.
 - Summer ETPs
 - ETPs for late withdrawals will be accepted through June 15 each year. Students must have documentation showing that they dropped the course at their high school but not at WSU. These students qualify for a W.
 - Extenuating Circumstances
 - Accepted at all times with appropriate documentation
 - Death in immediate family (parents, siblings, spouses, or children)
 - Medical or psychological issue



- Divorce/separation
 - Moving
 - Legal issue
 - Victim of crime
 - Emergency (including fire or car accident)
 - Military obligation (including deployment or temporary duty)
 - Personal/family issue
 - Other
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- Extenuating Circumstances may be documented with
 - Doctor/Mental Health Provider note
 - School Counselor/Site Rep note
 - Must include a reason why the student is requesting the ETP along with a plan of action for how the student will be successful.
 - Instructor Note
 - Obituary