

Appeal to Associate Dean for Undergraduate Studies

Use this form to appeal to the Associate Dean to request special exception to college policy. Submit completed form and any supporting documentation of extenuating circumstances to 250 Wurster Hall. Requests will be reviewed by the Associate Dean and a committee of academic advisors; a decision will be sent to your Berkeley email address.

- If you are requesting a course add or drop or a change in grading option, use the "Late/Retroactive Change to Class Schedule" petition instead of this form.
- If you are requesting an exception related to your major requirements, use the "Curriculum Petition" for your major instead of this form.

Student's Name

SID Number

Major

Email Address

Telephone Number

Request: Briefly state the exception you wish to be considered.

Reason: Briefly state the circumstances requiring consideration of this exception.

IMPORTANT

Attach documentation verifying extenuating circumstances, as well as relevant letters of support from faculty or other campus departments. Letters of support should be signed and submitted in a sealed departmental envelope.

Student's Signature: _____

Date: _____

(FOR OFFICE USE ONLY)

Dean's action/comments:

Request: Approved/Denied

Processed by: _____

Date: _____