

## EXCEPTION TO SPECIAL STUDIES COURSE POLICY (COURSES NUMBERED 98, 99, 197, 198, 199)

Student name \_\_\_\_\_ Student ID number \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

**I am requesting the following exception(s):**

- More than 4 units per semester (Are you a graduating senior?  Yes  No)
- To enroll in 197, 198, 199 courses with fewer than 60 units completed
- More than 16 units for graduation
- Letter grade for a 199 course

**To be considered, the following documentation must be attached to this petition:**

1. A personal statement explaining and justifying your request for an exception by the Dean; and
2. A letter of support from the faculty sponsor (or instructor of record) on official departmental letterhead.

Requests are reviewed by a dean within 10 working days of receipt. Notification of final decision is sent via email.

**COURSE(S) TO BE ADDED:**

Term	Course Control # (CCN)	Department	Course #	Unit value	Instructor Signature (not needed for Drop)

Total number of units on class schedule: Before change \_\_\_\_\_ After change \_\_\_\_\_

\_\_\_\_\_  
 Student's signature \_\_\_\_\_  
 Date

----- *For office use only* -----

Comments:

Approved  Denied

\_\_\_\_\_  
 Dean or Dean's Representative \_\_\_\_\_  
 Date

\_\_\_\_\_  
 2<sup>nd</sup> Dean or Dean's Representative (*simultaneous degree only*) \_\_\_\_\_  
 Date