

Appeal to Undergraduate Dean

Use this form to appeal to the Undergraduate Dean for consideration of special exception to curriculum/policies such as substitutions or waivers for required courses, extra semesters, permission to take courses elsewhere, etc. Submit completed form and any supporting documentation of extenuating circumstances to your departmental advisor. Requests will be reviewed by the Undergraduate Dean and a committee of academic advisors; results will be emailed to you by your departmental advisor.

Student Name _____ SID _____

Email Address _____ Telephone _____

Major _____ Minor _____

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

Reason. Briefly state the circumstances requiring consideration of this exception (continue on back if necessary).

IMPORTANT

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

Student Signature _____ Date _____

Faculty Signature _____ Date _____

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(FOR OFFICE USE ONLY)

Dean's action/comments:

Request: Approved / Denied Processed by: _____ Date: _____