

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

 2nd Dean or Dean's Representative (*simultaneous degree only*) _____
 Date