

Exception To Special Studies Courses Courses Numbered 97, 98, 99, 197, 198, 199

Deadline: Friday of RRR Week at 4:00 p.m.

Student Name

Student ID Number

Email Address

Expected Graduation Term

Requests for more than 16 units of special studies for graduation

- Include a personal statement providing academic justification for earning more than 16 units of special studies courses and why your request merits an exception by the Dean.
- Include supporting documentation if applicable.

Requests to enroll in a 199 course for a letter grade

The Academic Senate approved special studies courses to be issued a Passed/Not Passed grading option. Exceptions to enroll in a 199 course are rarely granted. Petitions will not be approved if the student is requesting a letter grade to increase their GPA, would prefer a letter grade for graduate school applications, or to reflect increased workload in the course.

- Include a personal statement providing academic justification for receiving a letter grade in a 199 course.
- Include a letter of support from the faculty sponsor (or professor of record), your major adviser, and/or department adviser on official departmental letterhead in a sealed envelope.
- Include supporting documentation if applicable.

Course requested for a letter grade option:

Class #	Department and Number	Units	Grading Option

Student Signature

Date

Faculty Athletic Representative (if applicable)

Date

For Office Use Only:

- Approved Course: _____ Grading Option: _____ Semester: _____
- Denied

Completed by: _____ Date: _____