Exception To Special Studies Courses
Courses Numbered 97, 98, 99, 197, 198, 199
Deadline: Friday of RRR Week

Student Name ___________________________ Student ID Number ___________________________

Email Address ___________________________ Phone Number ___________________________

I am requesting the following exception(s):
- More than 4 units per semester
- Are you graduating this semester? Yes No
- More than 16 units for graduation
- Letter grade for a 199 course

The following documentation must be attached to this petition:
1. A personal statement justifying ALL special studies courses you propose to take and why your request merits an exception by the Dean; and
2. A letter of support from the faculty sponsor (or professor of record) on official departmental letterhead in a sealed envelope.

I am currently enrolled in the following special studies courses (97, 98, 99, 197, 198, 199):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section #</th>
<th>Department and Number</th>
<th>Units</th>
<th>Grading Option</th>
<th>Instructor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses to be added or dropped:

<table>
<thead>
<tr>
<th>Add/Drop</th>
<th>Class #</th>
<th>Section #</th>
<th>Department and Number</th>
<th>Units</th>
<th>Grading Option</th>
<th>Instructor’s Signature (not needed for drops)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of units on class schedule: Before Change _____ After Change _____

Student Signature ___________________________ Date __________ Faculty Athletic Representative (if applicable) ___________________________ Date __________

For Office Use Only:

Approved Course(s): ________________ Grading Option: ________ Semester: __________
Denied Total number of Special Studies Units Approved: ________
Completed by: ___________________________ Date: __________