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:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Department and Number</th>
<th>Units</th>
<th>Grading Option</th>
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Student Signature __________________________  Date __________

Faculty Athletic Representative (if applicable) __________________________  Date __________

For Office Use Only:

Approved Course: ______________  Grading Option: __________  Semester: __________

Denied

Completed by: __________________________  Date: __________

Updated 12/11/17