

ESPM Department

Petition for Exception to Curriculum Requirements

Use a separate petition for each course. Clearly state exactly WHAT you are requesting and WHY; reasons must be specified. If you are requesting course substitution, state which course will be offered in satisfaction of the requirement and **attach both a course syllabus and catalog course description to this petition.**

Fill out this petition **COMPLETELY (no blank spaces)**, attach your unofficial transcript, and take your petition to your Faculty Advisor, followed by the Head Faculty Advisor for your major.

Return completed and signed form to ESPM Undergraduate Office, 249 Mulford Hall.

Your Name:	Date:
Email:	SID#:
Address:	Phone:
Major:	Class Level:
Expected Date of Graduation:	Current GPA:

Number of Petitions for Exception to Curriculum Requirements already approved:

Note: No more than two course substitutions are allowed in your major program.

If additional waivers accumulate, only the two earliest will be applied toward graduation.

	Required Course	Course you wish to substitute
Course Number		
Course Title		
Number of Units		
Semester/Year taken	N/A	
Grade Received	N/A	

Student's Reason for Substitution:

Faculty Advisor's Recommendation (include comments and explanations as appropriate):

Undergraduate Advisor's Recommendation (include comments and explanations as appropriate):

SIGNATURES

Student petitioning	Sign Here
Approved, Faculty Advisor	Sign Here
Approved, Head Faculty Advisor	Sign Here
Course syllabus attached <input style="width: 20px;" type="checkbox"/>	Catalog course description attached <input style="width: 20px;" type="checkbox"/> Degree Progress Report attached <input style="width: 20px;" type="checkbox"/>

For Office Use Only	Approved Vice Chair of Instruction	Signature	Date
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