

Student Requests for Exceptions to Curricular Requirements

All such requests from students should be submitted in memorandum format and include the following:

- 1) Student's name, ID number, telephone number, e-mail address and mailing address.
- 2) Department affiliation.
- 3) Statement of the specific request.
- 4) Signature of the student's adviser, along with any relevant facts that the adviser may wish to add. If the adviser has nothing to add and wishes to make no recommendation, signing the form is sufficient.
- 5) Statement and relevant facts from the instructor when a specific course is involved. If the instructor has nothing to add and wishes to make no recommendation, signing the form is sufficient.
- 6) Departmental endorsement—if a departmental matter is involved. If any action by the Administrative Committee is necessary, the departmental endorsement includes the obligation to present the request to the Administrative Committee.

Granting or denial of special requests will be documented in writing so there is a record of what has transpired.