

## **Petitioning to Change a Program Requirement**

If special circumstances occur, students may petition to substitute a class or modify a program requirement. Modifying a requirement usually occurs only when a student has already met a particular program requirement through previous coursework or graduate training. Students need to submit a completed Petition for Exception form 6 weeks prior to the quarter in which the course they are petitioning begins. No substitution is considered for approval until the completed Petition for Exception form is filed with the Department Graduate Advisor. All substitutions for PhD coursework or other requirements must be approved by the DPC.

Education Department  
PhD Petition for Exception

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

If proposing to substitute a course or waive a requirement, transcripts and supporting materials (syllabus, course description, transcripts, etc.) are required and must be attached.

1. Waiver requested for:

☐ Coursework Requirement ☐ TA Requirement ☐ Other

2. Detail the reason for the request (attach additional documentation if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Title and number if proposed course to be waived, if applicable.

\_\_\_\_\_

4. Title and number of proposed course to be substituted, if applicable.

\_\_\_\_\_

-----  
(Department Use Only)

☐ Approved ☐ Denied

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor Date \_\_\_\_\_

\_\_\_\_\_  
Graduate Director (Required for Coursework Requirement) Date \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor Date \_\_\_\_\_

Distribution: Student File, Student, Faculty Advisor

rev. 12/2017