



Office of Graduate Studies

Petition for Exception

Please be sure that you have the required signatures from your Department before the form is submitted to the Office of Graduate Studies, RFC-215

Sac State ID: _____

Telephone: _____
(Area Code)

Legibly **PRINT** name and address below:

Class Level (check one):

First Name _____ Last Name _____

Graduate - Indicate name of degree program: _____

Street Address / Apt _____

Doctorate - Indicate name of degree program: _____

City _____ State _____ Zip _____

Advisor:

Print Name _____

Print Name _____

Committee Members:

Print Name _____

Print Name _____

Course Substitutions: Previous Course / Units: _____
New Course / Units: _____

Request for Graduate Credit - Excess undergraduate courses must be in excess of Bachelor's degree; no more than six (6) units are allowed to be used towards a Master's degree. Excess undergraduate courses must have been taken during the last semester as an undergraduate. List course name, number, and unit value (i.e., CE232 - Stability of Structures, 3 units):

Course Name	Course Number	Units
Course Name	Course Number	Units

Change from (check one):

- | | |
|---|---|
| <input type="checkbox"/> Thesis to Project | <input type="checkbox"/> Project to Thesis |
| <input type="checkbox"/> Thesis/Project to Comprehensive Exam | <input type="checkbox"/> Comprehensive Exam to Thesis/Project |

Change in Special Major Adviser or Committee. **New committee members must print & sign in the approval section below.**

Previous Committee Member(s): _____

New Committee Member(s): _____

Change in Dissertation / Thesis / Project Advisor. Previous and new member must print & sign in the approval section below:

Previous Dissertation/Thesis/Project Advisor: _____ Date: _____

New Dissertation / Thesis / Project Advisor: _____ Date: _____

Other Exceptions: _____

Student's Signature: _____

Date: _____

DEPARTMENT APPROVAL

Petition: Approved Denied

Faculty Advisor _____ Date _____ Graduate Coordinator _____ Date _____

* Signature must be a tenure or tenure-track faculty member. ** Second Advisor & Faculty Sponsor signatures required for Special Majors candidates only.

OFFICE OF GRADUATE STUDIES APPROVAL

Petition: Approved Denied

Graduate Dean: _____ Date: _____

Comments: _____

