DEPARTMENT & AREA REQUIREMENT EXCEPTION REQUEST FORM

UCB DEPARTMENT OF PSYCHOLOGY

In consideration of the unique nature of each graduate student's training, on occasion, the Department of Psychology considers student requests for an exception to a department-specified or area-specified degree requirement. Requests for exception to degree requirements should be made well in advance (e.g., before the start of the required course, or before the specified completion deadline, etc.).

Students who would like to request an exception to a department-specified or area-specified degree requirement are required to take the following steps:

1. Discuss the specifics of your request with your Faculty Mentor and get his/her verbal approval.
2. Complete this *Requirement Exception Request Form* and attached explanation (see below).
3. Secure the signatures of your Faculty Mentor, Area Head, and the Head Graduate Advisor.
4. Provide the signed form to the Graduate Student Services Advisor for degree requirement tracking.

STUDENT INFORMATION

Name: _____ SID #: _____ Date: _____

Email Address: _____ Area: _____ Advisor: _____

EXCEPTION REQUEST INFORMATION

Type of Requirement: ❒ Department Requirement ❒ Area Requirement

Requirement (identify the requirement for which you are requesting an exception):

_____

Type of Exception Request: ❒ Waiver ❒ Substitution ❒ Deadline Extension

Substitution/Proposed Deadline: (identify the requirement substitution or revised deadline if applicable):

_____

Explanation: Attach a typed explanation of why you are requesting an exception to the specified requirement.

APPROVAL

My signature certifies that I have discussed with my Faculty Mentor and the Area Head for my area the reasons and implications of the exception to the requirement specified above.

_____
Student Date

I have reviewed the reasons the student is requesting an exception to the requirement and approve the exception:

_____
Faculty Mentor Date

_____
Area Head Date

_____
Head Graduate Advisor Date

APPROVAL (FOR STUDENT SERVICES USE ONLY)

❒ Form Received by Student Services

_____
Staff Date

❒ Graduate Student Database Record Update

_____
Staff Date

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