

Department of Chemical Engineering

Course Exception Form

*This form **MUST** be signed by the Undergraduate Program Director. Attach a copy of a recent unofficial transcript and a degree audit from SPIRE with this form. Please return all forms to Ramla Gabriel in 158F Goessmann.*

Student Name

Student ID Number

Student E-mail Address

_____ **Request transfer credit for a ChE course taken elsewhere. Please attach the syllabus of the course. Not that the department CANNOT approve transfer credit for courses other than Chemical Engineering courses. For Math, Chemistry, and Physics courses, contact Mr. Greg Brown in the Office of Student Affairs (126 Marston, gwbrown@ecs.umass.edu). For courses that you wish to transfer to fulfill Freshman Writing and General Education requirements, please contact the Registrar's Office.**

_____ **Request that a class be approved as a Technical Elective. Attach the course syllabus. Please list the course name: _____**

_____ **Request that a class be approved as an Advanced Chemistry Elective. Attach the course syllabus. Please list the course name: _____**

To be completed by UPD

_____ Approved. Further comments: _____

_____ Requires further discussion. Please email the UPD (ford@ecs.umass.edu) to set up a meeting.

Request is denied. Further comments: _____

UPD Signature: