Procedure for Requesting an Exception to Elective Course Requirement

Environmental Engineering Program

Purpose:
This procedure outlines the steps a student must follow to request an exception to the elective course requirement. Exceptions are considered on a case-by-case basis and require strong academic justification

---

Eligibility Requirements:

To be eligible to request an exception, the student must:

- Be currently enrolled in the Environmental Engineering program with a GPA 3.3 or above.
- Submit all required documentation **before the start of the semester**.

Procedure:

1. **Prepare a Written Request:**
    - Submit a formal written request addressed to the Program Coordinator.
    - The request must clearly state:
        - The course for which the exception is being requested with a syllabus.
        - The rationale for the exception, including how the course supports the student's academic or career goals.
        - The replacement course offers sufficient engineering or technical rigor to qualify as a technical elective.
        - The replacement course should not exceed 3 credit hours.
2. **Obtain a Recommendation Letter:**
    - Secure a signed recommendation letter from a faculty member in the Environmental Engineering program.
    - The letter must:
        - Endorse the student's request.
        - Explain the academic or professional merit of the proposed exception.
        - Confirm the rigor of the proposed course meet the ENVE program standards.
3. **Submit Application Package:**
    - Combine the written request and recommendation letter into one PDF file.
    - Submit the application to the Program Coordinator **before the start of the semester**.

    - Late submissions will not be considered.
4. **Decision Notification:**
    - The ENVE faculty will review and vote for the exception. The Program Coordinator will notify the student of the decision via email within **5 business days** of the interview.
    - The decision is final and will be recorded in the student's academic file.

Important Notes:

- Exceptions are **not guaranteed** and are only approved when clearly justified.
- Only one elective exception request is permitted per student during the program.
- It is the student’s responsibility to ensure all steps are completed within the specified deadline.