

## Guidelines for an Effective Statement of Justification

Dear Students,

A petition for exception requires a statement of justification, which should be sufficiently compelling to increase the probability of approval. These guidelines explain how to write a statement that is complete, accurate, and persuasive. An example of one such statement is also included for your reference.

An effective statement of justification should include the following components in the listed order:

- 1) the course prerequisites of the course or courses for which a waiver is requested
- 2) the prerequisites that have already been met
- 3) the prerequisites for which waivers are sought
- 4) the reason(s) why the waiver is sought
- 5) extenuating circumstances, if any
- 6) the plan to take the prerequisites
- 7) the reason(s) that would make you believe in your success in the course without some or all the prerequisites

Here is a sample of an effective statement, annotated by the previous components

- 1) The prerequisites for ME 348 are ME 212; ME 313; certified major.
- 2) I have met these prerequisites,
- 3) except ME 212.
- 4) I'm seeking a waiver of this prerequisite so that I may take ME 348, which is offered only once a year, and thereby graduate on time.
- 5) I had taken ME 212, but had to withdraw in order to complete successfully 15 credits.
- 6) I will retake ME 212 next semester.
- 7) I feel confident about my ability to complete ME 348 successfully because I earned a grade of C+ in Physics 201, which covers Dynamics, and I also took ME 212, although I withdrew from it.

Without the annotations, which are not needed in the form, the complete statement is:

The prerequisites for ME 348 are ME 212; ME 313; certified major. I have met these prerequisites, except ME 212. I'm seeking a waiver of this prerequisite so that I may take ME 348, which is offered only once a year, and thereby graduate on time. I had taken ME 212, but had to withdraw in order to complete successfully 15 credits. I will retake ME 212 next semester. I feel confident about my ability to complete ME 348 successfully because I earned a grade of C+ in Physics 201, which covers Dynamics, and I also took ME 212, although I withdrew from it.

Please, follow these guidelines and make reference to this sample to write your own specific statement of justification.