



Extending the Seven Year Limit on Applicable Course Work

The graduate program you are pursuing must be completed within a seven year period (for some programs there are earlier completion requirements). No more than seven years may elapse between the time of registration for the earliest course listed on your program plan and the completion of all requirements for the degree. Courses taken at another university cannot be recertified. The maximum age limit for a course is twelve years since the course was first taken and only 2/3 of a program can be recertified. If you have course work that has surpassed the seven year limit, you may use the Waiver of University Regulations to petition the Dean of Graduate Studies to waive this regulation.

Note: In order for your petition to be approved you must have a written statement from a faculty member stating “I HAVE EXAMINED THIS STUDENT AND FOUND HIM/HER TO BE CURRENT IN THE SUBJECT MATTER OF (name of the course or courses being waived).”

Instructions:

1. Complete the top of the form (name, contact information) and check letter (c), waiver of the
the
1. 7 year limit on applicable coursework.
2. List all courses to be waived. Include the course number.
3. Complete the Student Statement and sign.
4. You must have a written statement from a faculty member stating “I HAVE EXAMINED THIS STUDENT AND FOUND HIM/HER TO BE CURRENT IN THE SUBJECT MATTER OF (name of the course or courses being waived).” Meet with your Graduate Coordinator or the appropriate faculty member to obtain the statement.
5. Submit the waiver to your Graduate Coordinator for signature. The waiver will then be forwarded to the Dean of Graduate Studies for review.
6. You will be notified of the Dean’s decision via email. An electronic copy of the waiver will be attached for your records.

California State University, San Bernardino (CSUSB)
Postbaccalaureate/Graduate Petition for Waiver of University Regulations
PLEASE TYPE OR PRINT CLEARLY

Name _____ Date _____
Street Address _____ Telephone () _____
City, State, Zip _____ Coyote ID# _____
Coyote Email _____@coyote.csusb.edu _____

I am enrolled in the following degree: _____

I hereby petition for wavier of the following University regulation:

- _____ a. Waiver of the Graduate Entrance Writing Requirement. **Documentation required.**
If submitting a writing sample (please check one): I would like to be contacted to pick up my writing sample
 I would like Graduate Studies to recycle/shred my writing sample
- _____ b. Waiver of the 12 unit limit prior to classification.
- _____ c. Wavier of the 7 year limit on applicable coursework.
Requires certification of currency by faculty member. See instructions for wording.
List all courses to be waived: _____
- _____ d. Extension of time to complete an incomplete course.
Course number and title: _____ Incomplete received: Qtr: _____ Year: _____
Instructor Signature _____ Extended to: Qtr: _____ Year: _____
- _____ e. Retroactive Withdrawal for Qtr: _____ Year: _____ **Documentation required.**
List Courses: _____
Instructor's Signature _____
_____ Instructor's Signature _____
_____ Instructor's Signature _____
- _____ f. Other: _____
-

Student's Statement. (Indicate why you feel this petition should be granted. Attach additional page if necessary.)

I certify that I have read the attached information sheet pertaining to the waiver of University regulations that I am requesting, have attached all pertinent information and required documentation to support my request, and have obtained all necessary signatures of certification.

Student's Signature

Program Certification.

Graduate Program Coordinator's Signature

_____ Approved _____ Not Approved
Reason: _____

Dean of Graduate Studies Signature

Date