

## **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. 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
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.