



## **Unit Limit Prior to Classification**

In accordance with University regulations, no more than 12 quarter units (9 semester units) of credit earned in unclassified or conditionally classified standing may be used to demonstrate fitness to complete the program OR may be counted toward meeting the requirements for a graduate degree.

However, if you feel extenuating circumstances have precluded your classification in a more timely manner, you may petition the Dean of Graduate Studies to waive this requirement on your behalf.

Use the Waiver of University Regulations to petition the Dean of Graduate Studies to waive this requirement. In order for the Dean to evaluate your situation you must include in your request a complete statement of your situation, as well as why it is critical for this requirement to be waived. Additional pages may be attached.

Instructions:

1. Complete the top of the form (name, contact information) and check letter (b) Waiver of the unit limit prior to classification.
2. Complete the Student Statement, attach any documentation and sign.
3. Submit the waiver to your Graduate Coordinator for signature. The waiver will then be forwarded to the Dean of Graduate Studies for review.
4. You will be notified of the Dean's decision via email. An electronic copy of the waiver will be attached for your records.