



## **Waiver of Unit Requirements in Residence**

In accordance with university regulations, no more than 9 semester units of credit may be earned outside of residency within the program.

In order to request a waiver of this requirement please provide a statement of why it is critical for this requirement to be waived. Additional pages may be submitted with the form.

Additional information about program residency requirements can be found in the California Code of Regulations (Title 5, Article 7, Sec. 40510) available on [Graduate Coordinator's Toolbox](#).

### **Coordinator Instructions:**

1. Fill out the student's information, sign the form, and have the student sign the form.
2. Send the completed form to [gradstud@csusb.edu](mailto:gradstud@csusb.edu).
3. Within 7 business days, the request will be reviewed by Graduate Studies, and you and your student will receive an email from AdobeSign. Click on the link in the email and download the form for your records.
4. The form will be sent to the Office of the Registrar for final processing.