

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
POSTBACCALAUREATE/GRADUATE PETITION FOR
WAIVER OF UNIVERSITY REGULATIONS

PLEASE READ THIS READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING

THE WAIVER The petition may be used to waive the following university regulations:

12 Quarter Unit/9 Semester 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 Associate Dean of Graduate Studies to waive this requirement on your behalf.

In order for the Associate Dean to evaluate your situation you must include in your request not only a complete statement of your situation, but also a statement of why it is critical for this requirement to be waived. Additional pages may be attached to your request.

Seven Year Limit on Applicable Course Work

The graduate program you are pursuing must be completed within a seven year period (for some programs on this campus there –may be earlier completion requirements). No more than seven years may elapse between the time of registration for the earliest course listed on your program 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 petition the Associate Dean of Graduate Studies to waive this regulation.

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 THEM TO BE CURRENT IN THE SUBJECT MATTER OF (name of the course or courses being waived).**

Extension of Time to Complete an Incomplete Grade

An incomplete grade must be made up within the calendar year immediately following the end of the term in which it was assigned. If it is necessary to extend this time limit, the student must obtain the consent of the instructor.

Retroactive Withdrawal (Students must withdraw from all classes in the term)

Requests for withdrawal following the close of the term will be considered only for: accident or illness (physical or mental), serious personal or family problems, or military transfer.

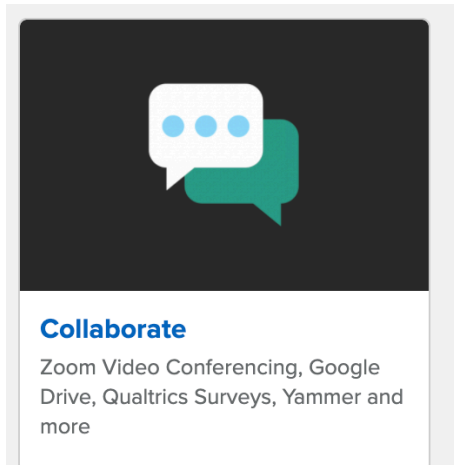
Documentation is required. In addition, extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. The student must list each course number and obtain the instructor's signature for all courses they are attempting to withdraw from. Partial withdrawal of grades during a term is not permissible for any reason. All courses must be withdrawn and will be noted with a "W" on the official transcript. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.

Employment-related reasons are acceptable only for withdrawals processed during the term in question. This withdrawal would be completed by filling out a "Drop After the Census Date" form.

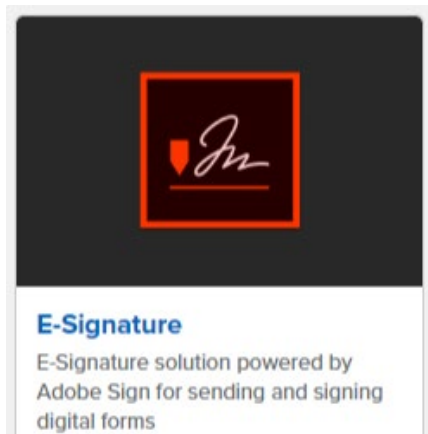
How to Submit a Request for a Petition for Waiver of University Regulations

This process is now digital; the student initiates the process, and enters the [Program Coordinator's](#) email address. If the Program Coordinator approves the request, they will sign the document through Adobe Sign and the form will automatically be routed to Office of Graduate Studies for final review. If approved, the form will be routed to the Office of the Register and all parties will receive a copy via email. **The progress of your request can be viewed within your Adobe Sign account.**

To begin, log into your myCoyote student portal. Scroll down until you locate the “Collaborate” tile. Click the “Collaborate” tile.



Scroll down until you locate the “E-Signature” tile. Click the “E-Signature” tile



Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: “myCoyote → “My Personal Information” → “Email Addresses” → You must use your “On-Campus” email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? [Create an account](#)


Email address

joecoyote2020@coyote.csusb.edu

Continue

Or

Click “Start from Library”



Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Select “Workflows” and type “OGS” into the search bar. You should see the Waiver of University Regulations form

Start from library

Library	× ogs
	Name Last Modified
Recent	Account Workflows
Templates	OGS - Leave of Absence 05/15/2020
Workflows	OGS - Waiver of University Regulations 06/10/2020

Click on “OGS – Waiver of University Regulations”, and select “Start”

Enter your Program Coordinator’s email address and instructor email address(es) as needed.* If desired, type a message in the message box as to why you feel this petition should be granted or you can attach a document with your statement.

**This form is used for six types of requests. The letters (below) to input information correspond with the fields on the form. Please read carefully!*

“d” and “e” - you will need to include course information and the email address of the instructor(s) for the course(s). If you do not know the email of an instructor try finding it in the [Campus Directory](#). If you still can’t find it, contact the department of the course(s) for assistance (for example, if it’s a HSCI course you would contact the Department of Health Science and Human Ecology).

Here is a screenshot of the form fields for your reference:

I hereby petition for waiver of the following University regulation:

_____ a. Waiver of the Graduate Writing Assessment 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 unit limit prior to classification (12 quarter units/9 semester units).

_____ c. Waiver 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: Term: _____ Yr: _____
Instructor Signature _____ Extended to: Term: _____ Year: _____

_____ e. Retroactive Withdrawal for Term: _____ Year: _____ *Documentation required.*
List Courses: _____

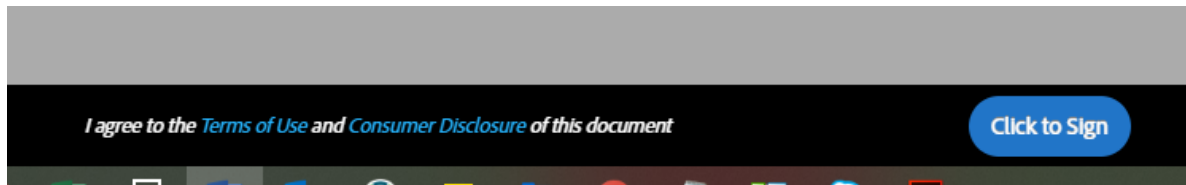
Instructor’s Signature
Instructor’s Signature
Instructor’s Signature

_____ f. Other: _____

Once you’ve completed any required any fields click “Send”.

The Waiver of University Regulations Request Form will open. Complete the required fields*

Review your form, attach any supporting documentation you may need for your request, and then select “Click to Sign”:



The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.