

Waiver and Appeals Restoration of Candidacy Process

Select the desired action:

Waiver of a Policy on Graduate Education: The Council on Graduate Studies, in consultation with the Dean of the Graduate School, establishes policies on graduate education to insure that graduate degree programs and graduate courses are rigorous and meet the highest standards of graduate scholarship. It is expected that all graduate students will remain in compliance with requirements for degrees or post-baccalaureate study established by the Graduate School. On rare occasions, circumstances beyond the student's control may warrant a variation from the established requirements. Any variation from the policies must be approved through the Graduate School waiver and appeals process. All waivers must be approved by the Dean of the Graduate School prior to initiating the policy variation. Students may appeal waivers denied by the Dean to the Council on Graduate Studies Waiver and Appeals Subcommittee. The Waiver and Appeals Subcommittee will review the appeal and recommend a decision to the Council on Graduate Studies which will appear in the Council's Minutes.

Policies on graduate education that may not be waived or appealed.

- The 16 graduate semester hour load limit for fall and spring terms
- The 13 graduate semester hour load limit for summer term
- The required 3.00 cumulative graduate GPA for graduate degree completion
- The minimum number of semester hours for a masters degree
- The minimum number of semester hours of new course work for the specialist's degree
- The minimum number of semester hours in residency for all graduate degrees
- The 3.00 cumulative GPA for assistantship eligibility
- The restriction on undergraduate access to courses numbered 5500 or higher

The Graduate School Application Fee is a mandatory fee approved by the Board of Trustees (BOT Regulations VJ3L) and can only be waived by the Board of Trustees.

Restoration of Degree Candidacy: Restoration of degree candidacy requires a petition to the Council on Graduate Studies. A graduate candidate who is reclassified as a non-degree student because of a low GPA, an excess number of credits below B, or for other reasons may continue to take graduate courses as long as a GPA of 2.50 or higher is maintained. Departments may restrict access to courses for such students. If the student restores the cumulative GPA to 3.00 or higher, he/she may request reinstatement to degree candidacy. Similarly, students who have an excess number of credits below B or who have been reclassified for other reasons, but who maintain or restore the cumulative GPA to 3.00 or higher, may request reinstatement to degree candidacy. Candidacy reinstatement may be requested to the original degree program or to a new degree program. There is no guarantee that a student reclassified as non-degree can be reinstated as a degree candidate in the original degree program or in a new program.

[Attach additional pages as necessary]

[Please type in your responses, then print or email completed form]

Name :

E#:

Address :

Phone:

City/State/Zip Code :

Date:

E-mail Address:

Semester/Term of Request :

Department/Degree Program Name:

Policy to be waived (Cite catalog page, if applicable):

For policy waivers, 1) cite the circumstances beyond the control of the student and 2) explain why the variation will not diminish the quality of graduate scholarship:

For degree restoration requests, cite the current cumulative GPA as it appears in the transcript and the department/program of reinstatement:

Graduate Coordinator's Decision: I do not support the request I support the request for the following reasons:

Signature

Date _____

Department Representative on Request of Coordinator:

The Graduate Coordinator may request that other department representatives provide additional input regarding the waiver and/or appeal. Additional input [if required by the coordinator] should be provided in the space below.

The decision of the Dean of the Graduate School and the Council on Graduate Studies (when applicable) will be provided to all parties.