



## **PETITION FOR WAIVER OF UNIVERSITY POLICIES FOR GRADUATE STUDENTS**

PLEASE READ THIS COVER SHEET BEFORE COMPLETING THE WAIVER

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

### **Seven Year Limit on Applicable Course Work**

All work applied to a graduate degree at Salisbury University, including transfer credits and thesis, must be completed within seven calendar years after the date on which the first course meeting degree requirements was completed. Any course completed more than seven years prior to the final completion date of all graduation requirements cannot be used toward graduation.

If you have course work that has surpassed the seven year limit, you may petition the Dean of Graduate Studies to waive this regulation.

### **Extension of Time to Complete an Incomplete Grade**

An incomplete grade denotes non-completion of course material for reasons beyond the student's control and is assigned only if the course deficiencies result from unavoidable circumstances.

The "I" automatically becomes a grade of F if the work is not made up prior to end of the next full semester for which the student is enrolled, or at the end of one calendar year, whichever is earlier.

If it is necessary to extend this time limit, the student must obtain the consent of the instructor.

### **Instructions for completing the waiver:**

1. Fill out the attached form
2. Attach any and all documentation required for the student's request.
3. If any instructor's signatures are required, they must be obtained before this form is given to the graduate program director for their signature. (A petition will not be reviewed without the graduate program director's signature).
4. Once the form has been filled out and signed with all the appropriate signatures this form will be returned to the Office of Graduate Studies and Research for the Dean to review. If the form is missing any signatures or documentation - this form will not be reviewed and will be returned to the student's graduate program.
5. Once the Dean of Graduate Studies and Research signs the form it will be processed. All documentation will be kept by the Office of Graduate Studies and Research.



**Petition for Waiver of University Policies for Graduate Students**

PLEASE TYPE OR PRINT CLEARLY

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ SU ID# \_\_\_\_\_

SU Email \_\_\_\_\_

I am enrolled in the following graduate program: \_\_\_\_\_

I hereby petition for wavier of the following University policy:

\_\_\_\_\_ a. Wavier of the 7 year limit on applicable coursework.  
*List all courses to be waived:* \_\_\_\_\_

\_\_\_\_\_ b. Extension of time to complete an incomplete course.

Course number and title: \_\_\_\_\_

Incomplete received: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Extended to: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Statement. (Indicate why you feel this petition should be granted. Attach additional page if necessary.) \_\_\_\_\_

\_\_\_\_\_

I certify that I have read the attached information sheet pertaining to the waiver of University policies that I am requesting, have attached all pertinent information and required documentation to support my request, and have obtained all necessary signatures of certification.

\_\_\_\_\_  
Student's Signature Date

Program Certification:

\_\_\_\_\_  
Graduate Program Director's Signature Date

\_\_\_\_\_  
Academic Dean's Signature Date

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies Signature