

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

PLEASE READ THIS COVER SHEET BEFORE COMPLETING THE WAIVER

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

Graduate Entrance Writing Requirement

(For those programs that have not yet established a Writing Requirement for Graduate Candidacy. Check with your program coordinator for eligibility to use the waiver.)

All graduate students pursuing or intending to pursue a specific graduate program on this campus, will be required to pass (or to have passed) the graduate entrance writing requirement before classification into a program. If you feel you have met the requirement and can supply documentation to support your claim, you may petition the Dean of Graduate Studies to consider a substitution. Please see the attached page entitled Acceptable Documentation for Petitions for Waiver of the Graduate Entrance Writing Requirement for acceptable documentation.

12 Unit Limit Prior to Classification

In accordance with University regulations, no more than 12 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.

In order for the 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.

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 are 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. Courses taken at another university cannot be recertified. 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 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 on 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 of the quarter)

Requests for withdrawal following the close of the quarter 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 quarter 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 quarter in question. This withdrawal would be completed by filling out a "Drop After the Census Date" form.

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 coordinator for their signature. (A petition will not be reviewed without the graduate coordinator'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 for the Dean to review. If the form is missing any signatures or documentation - this form will be returned to the student's graduate program unreviewed.

Once the Dean of Graduate Studies signs the form a copy will be sent back to the student for their record. All documentation will be kept by the Graduate Studies Office. If writing samples have been submitted the student will be contacted to come to the office and pick up their waiver with the writing samples. Writing samples will be held for two weeks before being forwarded to the student's program office.

Acceptable Documentation for Petitions for Waiver of the Graduate Entrance Writing Requirement

Below is a list of the types of documentation students may submit in support of their petitions to waive the graduate entrance writing requirement. While a wide variety of documents is acceptable, all must show evidence of summary, synthesis, analysis, research and the proper citing of sources, the elements required by the WREE and 306.

Acceptable Documentation Includes:

1. **Dissertation or Master's Thesis from another university.**
Student must submit a signed copy of the thesis or dissertation and a copy of their transcript showing completion of the degree.
2. **Senior Project, thesis or research project completed at another university.**
The document must demonstrate knowledge of the style guide of the discipline and show evidence of summary, synthesis, analysis, research and the proper citing of sources. Students must submit a catalog description of the course and a copy of their transcript showing completion of the course for which the project was written.
3. **Upper-division and graduate writing courses taken at another institution.**
Students must submit a copy of their transcript and a catalog description of the course. The catalog description must indicate that the course is required research-based writing. If the description does not, then students should provide the syllabus or a paper written for the course. RESEARCH PAPERS WRITTEN FOR CSUSB GRADUATE COURSES ARE NOT ACCEPTABLE.
4. **Published scholarly articles.**
The article should show evidence of analysis/synthesis and documentation of sources. Unacceptable: articles written for such things a community newspapers and club, church or job newsletters which show no evidence of research-based analytical writing.
5. **A major study or report written as a part of the student's job responsibilities.**
The report must demonstrate the elements of summary, synthesis, analysis, research and the proper citing of sources. Unacceptable: report which show no clear evidence of authorship and/or the student's contribution to the project.
6. **Upper-division writing requirement (UDWR) tests taken at other CSU's.**
CSUSB accepts only three UDWR tests as equivalent to our WREE and 306: those from CSU Fresno, CSU Sacramento, and San Diego State University. At many other CSU's, the UDWR test is a minimum proficiency test or asks for impromptu, personal experience, non-text-based writing.
7. **The Writing Requirement Exemption Exam (WREE) and 306.**
Students who cannot provide acceptable documentation, may satisfy the Graduate Entrance Writing Requirement by taking the Writing Requirement Exemption Exam (WREE) or 306, the upper-division writing course. To satisfy the writing requirement, students must earn a "B" or better in 306. *No waiver is needed when the WREE or 306 is taken.*
8. **Graduate Management Admissions Test (GMAT).**
Students who score 5.0 or higher on the writing portion of the GMAT may waive the Graduate Entrance Writing Requirement.
9. **Graduate Record Examination (GRE)**
Students who score 5.0 or higher on the writing portion of the GRE may waive the Graduate Entrance Writing Requirement.

