

## 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.

Use the Waiver of University Regulations to petition the Dean of Graduate Studies to waive this requirement. **In order for the Dean to evaluate your situation you must include in your request a complete statement of your situation, as well as why it is critical for this requirement to be waived. Additional pages may be attached.**

### Instructions

1. Complete the top of the form (name, contact information) and check letter (b) *Waiver of the 12 unit limit prior to classification*.
2. Complete the Student Statement, attach any documentation and sign.
3. Submit the waiver to your Graduate Coordinator for signature. The waiver will then be forwarded to the Dean of Graduate Studies for review.
4. You will be notified of the Dean's decision via email. An electronic copy of the waiver will be attached for your records.

CSUSB Office of Graduate Studies

Chaparral Hall room 123

Phone: (909) 537-5058

**California State University, San Bernardino (CSUSB)**  
**Postbaccalaureate/Graduate Petition for Waiver of University Regulations**  
*PLEASE TYPE OR PRINT CLEARLY*

Name \_\_\_\_\_ Date \_\_\_\_\_  
Street Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Coyote ID# \_\_\_\_\_  
Coyote Email \_\_\_\_\_@coyote.csusb.edu \_\_\_\_\_

---

I am enrolled in the following degree: \_\_\_\_\_

---

I hereby petition for wavier of the following University regulation:

- \_\_\_\_\_ a. Waiver of the Graduate Entrance Writing 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 12 unit limit prior to classification.
- \_\_\_\_\_ c. Wavier 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: Qtr: \_\_\_\_\_ Year: \_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Extended to: Qtr: \_\_\_\_\_ Year: \_\_\_\_\_
- \_\_\_\_\_ e. Retroactive Withdrawal for Qtr: \_\_\_\_\_ Year: \_\_\_\_\_ **Documentation required.**  
List Courses: \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_  
\_\_\_\_\_ Instructor's Signature \_\_\_\_\_  
\_\_\_\_\_ Instructor's Signature \_\_\_\_\_
- \_\_\_\_\_ f. Other: \_\_\_\_\_
- 

**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 regulations 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**

---

**Program Certification.**

\_\_\_\_\_  
**Graduate Program Coordinator's Signature**

---

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved  
Reason: \_\_\_\_\_

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

\_\_\_\_\_  
**Date**