Waiver and Appeals or Restoration of Candidacy Request

Please choose the appropriate category below:

WAIVER REQUEST

The Council on Graduate Studies, in consultation with the Dean of the Graduate School, establishes policies on graduate education to ensure 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 postbaccalaureate 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 (CGS) Waiver and Appeals Subcommittee. The CGS Waiver and Appeals Subcommittee will review the appeal and make a recommendation to the Council on Graduate Studies, whose decision will be recorded in the meeting minutes.

Graduate education policies that may not be appealed or waived:

- The 16 credit hour per semester load limit for fall and spring terms.
- The 13 credit hour per semester load limit for summer term.
- The required 3.00 cumulative graduate GPA for graduate degree completion.
- The minimum number of semester hours for a master's 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 5999 or higher.

RESTORATION OF DEGREE CANDIDACY

Restoration of degree candidacy requires a petition to the Council on Graduate Studies (CGS).

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. A student who maintains or restores a cumulative GPA of 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.

Please complete the following. Attach any additional documentation as necessary.			
Student Name:			ENumber:
Address:			
STREET	CITY	ST	ZIP
Phone:	Email:		
Department or Degree Program:			
Semester/Term of Request:		Date:	

WAIVER REQUEST (Complete items 1-3)

1. Requested Policy to be Waived: (Cite EIU Graduate School Catalog page number and/or language, if applicable.)

2. Cite the circumstances beyond the control of the student which necessitate this waiver:

3. Explain why the variation will not diminish the quality of graduate scholarship:

RESTORATION OF DEGREE CANDIDACY

Cite student's current cumulative GPA (as stated on EIU transcript):

Department/Program of Reinstatement:

GRADUATE COORDINATOR Please complete the following:

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

Decision: I **support** the request.

I **do not support** the request for the following reasons:

Signature: **Date:**

Dean of the Graduate School and CGS Chair *

Dean's Decision: Approved Not approved

Dean of the Graduate School Signature: **Date:**

CGS Decision *: Approved Not approved

Chair, Council on Graduate Studies *: **Date**:

*CGS approval only required in the event the Dean of the Graduate School decision is appealed.