College of Education
Continuous Enrollment Policy Waiver

Please complete the following:

Name: __________________________________________________________

Panther Id#: ____________________________________________________

GSU email: ______________________________________________________

Mailing Address: ____________________________________________________________________________

Degree: __________________________________________________________

Major: __________________________________________________________

Student Signature: ________________________________________________

Submit this form, with your letter, plus the letter of support from your department, to:
Office of Academic Assistance and Graduate Admissions (OAA)
College of Education, Suite 300

Follow these steps to request a variance from the Continuous Enrollment Policy:
1. Complete this form
2. Write a letter (not email) requesting a letter of support from your advisor and
3. a letter (not email) from your Department Chair requesting a waiver of variance to the
   Continuous Enrollment Policy. Both letters should explain why the exception is needed
   and warranted, as well as the length of exception required. Be sure your letters include
   your name, Panther ID#, degree, and major. Please sign the letters.
4. Submit this form, your letter, and the letters of support from your department to:
   OAA Office, Petitions and Appeals, College of Education, Suite 300
5. In order to receive final review by the Associate Provost of Academic Programs, your
   request will need to be approved by the COE Petitions Committee. This committee meets
   weekly during each academic semester.

If approved, the COE Dean’s office will draft a formal written request on your behalf and submit
it to the Associate Provost for Academic Programs (Timothy M. Renick). Once received by that
office, you will receive a formal reply within 10 business days from Associate Provost Renick.
Replies will be made to your official GSU email account.

If not approved by the COE Dean’s office, you will receive an email notification from the OAA,
your letters will be returned to you. You may appeal this decision directly to the Office of
the Associate Provost for Academic Programs at assocprov@gsu.edu or at this address:

Dr. Timothy M. Renick
Associate Provost for Academic Programs
PO Box 3961
Georgia State University
Atlanta, GA 30303-3961