

College of Education & Human Development 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 & Human Development, 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** 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.
3. Submit this form, your letter, and the letters of support from your department to: OAA, Petitions & Appeals, College of Education & Human Development, Suite 300
4. In order to receive final review by the Associate Provost for Graduate Programs, your request will need to be approved by the CEHD Dean's Office. This committee meets weekly during each academic semester.

If approved, the CEHD Dean's office will draft a formal written request on your behalf and submit it to the Associate Provost for Graduate Programs (Dr. Lisa Armistead). Once received by that office, you will receive a formal reply within 10 business days from Associate Provost Armistead. Replies will be made to your official GSU email account.

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

Dr. Lisa Armistead
Associate Provost for Graduate Programs
PO Box 3999
Georgia State University
Atlanta, GA 30302-3999