



University at Buffalo The State University of New York

Graduate School of Education
Petition

Name \_\_\_\_\_ Person Number \_\_\_\_\_

Address \_\_\_\_\_
Street City State Zip Code

Phone/Email Address \_\_\_\_\_

Department: [ ]CSEP [ ]ELP [ ]LAI [ ]LIS Degree: [ ]Ed.M. [ ]Ed.D. [ ]M.L.S. [ ]Certification
(check one) (check one)

Program \_\_\_\_\_ Date of Matriculation \_\_\_\_\_

Purpose of Petition (check one)

Waiver of Continuous Registration \_\_\_\_\_ to \_\_\_\_\_

Students may not be on a Leave of Absence in the semester immediately preceding degree conferral. Under some circumstances, the continuous registration requirement may be waived for the semester immediately prior to degree conferral if the student has an approved Application to Candidacy on file, will not be using any university services or faculty time, and has submitted all required conferral materials prior to the first day of the semester.

Waiver of Five-Year Time Limit on Ed.M. or M.L.S. Course Work

Course Number/Title/Credit Hours \_\_\_\_\_

Semester of Registration \_\_\_\_\_ University/College Attended \_\_\_\_\_

A petition must be filed for each course that does not fall within the time limit. The petition must state how the student has maintained an active and relevant continuing education in the subject matter that would justify the waiver. This might include affixing a list of materials read in the subject area since enrollment in the course, evidence that a student has subsequently attended workshops, lectures, etc. that are pertinent, or has taken more advanced courses in the subject area. The department chair, through consultation with relevant expert faculty, must attach verification to the petition that the content of the course in question is still considered current or that the student has demonstrated continued study in the area sufficient to justify the waiver.

Waiver of Transfer Credit Limit

Course Number/Title/Credit Hours \_\_\_\_\_

Semester of Registration \_\_\_\_\_ University/College Attended \_\_\_\_\_

Ed.D. students must take at least 48 credit hours at UB. Ed.M. and M.L.S. students may include up to six hours of transfer credit if approved by the department. Additional transfer credits must be petitioned. A "B" is the minimum grade allowed for a transfer course in an Ed.M. or Ed.D. Application to Candidacy or an M.L.S. Plan of Study.

Other (explain) \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**Justification**

<b>Signatures</b>	<b>Date</b>	<b>Recommendation</b> <i>(circle one)</i>
Student _____	_____	
Advisor _____	_____	Approve    Reject
Department Chair _____	_____	Approve    Reject
<i>Note to Advisor and Department Chair: Please provide an explanation if you do not approve the petition.</i>		
Dean/Graduate Degrees Committee Chair _____	_____	Approve    Reject