



## Waiver of Unit Requirements in Residence

In accordance with university regulations, no more than 9 semester units of credit may be earned outside of residency within the program.

In order to request a waiver of this requirement please provide a statement of why it is critical for this requirement to be waived. Additional pages may be submitted with the form.

Additional information about program residency requirements can be found in the California Code of Regulations (Title 5, Article 7, Sec. 40510) available on [Graduate Coordinator's Toolbox](#).

### **Coordinator Instructions:**

1. Fill out the student's information, sign the form, and have the student sign the form.
2. Send the completed form to [gradstud@csusb.edu](mailto:gradstud@csusb.edu).
3. Within 7 business days, the request will be reviewed by Graduate Studies, and you and your student will receive an email from AdobeSign. Click on the link in the email and download the form for your records.
4. The form will be sent to the Office of the Registrar for final processing.

Academic Affairs  
Office of Graduate Studies

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
5500 University Parkway, San Bernardino, CA 92407  
909.537.5058 | fax: 909.537.5078  
[www.csusb.edu/graduate-studies](http://www.csusb.edu/graduate-studies)

### Waiver of Unit Requirement in Residence

Student's Name (First & Last):

Student's Coyote ID:

Student's Email:

Student's Phone:

Student Signature

Program Coordinator

**Program and Office of Graduate Studies approval is required. Send the completed form to [gradstud@csusb.edu](mailto:gradstud@csusb.edu) for processing. Do not send directly to the Dean.**

Approve

Deny

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

\_\_\_\_\_  
Date