

Ferris State University
College of Arts, Sciences and Education
School of Education

Waiver Policy for Completion Requirement of Graduate Programs

The School of Education has a 5-year completion policy for all graduate programs. We understand that you may have circumstances that may prohibit you from completing your program within this time frame therefore we have initiated a waiver procedure.

Initial Extension of up to two (2) years:

1. Waiver requests must be made prior to the end of the 5-year period.
2. Students must complete a waiver application.
3. Students must meet with their advisor regarding the waiver and must have their signature on the waiver application.
4. The waiver application with advisors signature should be submitted to the School of Education Graduate Curriculum Committee.
5. The School of Education Curriculum Committee will review all requests and make a recommendation to the Graduate Coordinator.
6. The student will receive written notification from the Graduate Coordinator of the decision of the Graduate Curriculum Committee.

Subsequent Extensions:

1. Same as above and must be completed prior to the expiration of the previous extension.
2. Students should be aware that this request requires a substantial amount of justification and may be denied. It is unlikely that a third request will be supported.
3. Students should be aware that if an extension is granted that the student might have to take additional courses due to loss of credits already taken.

