

School of Interdisciplinary and Graduate Studies

Graduate Student Variance Request Form Definitions

❖ Leave of Absence

- Circumstances arise that may cause an interruption in graduate study; a student may apply for a leave of absence.
- The unit dean may grant a leave of absence for one year, but SIGS should be informed.
- Under extreme circumstances, a second subsequent request may be granted by the Vice Provost for Graduate Affairs. A “Variance Request Form” must be completed for an additional leave.

❖ Time Extension

- The School of Interdisciplinary and Graduate Studies has policies on time limitations for both Masters (six years) and Doctoral (four years after Qualifying Exam) students. Requests for extensions of time must be submitted in writing by the student to the Chair or Graduate Director of the student's department. Once reviewed by the department, the request is forwarded to the Unit Dean with supporting documentation; if the Unit Dean approves, the request is forwarded to SIGS. Each request is reviewed thoroughly with an appropriate outcome communicated to all interested parties. Final approval rests with the Vice Provost for Graduate Affairs. Students must be considered in good standing for the request to be considered.

❖ Transfer Credit

- Units may accept six hours of transfer; six additional hours may be requested provided that these additional hours are not credit earned by extension, thesis or practicum and provided also that the residency requirement of 24 semester hours (for masters students) is maintained by the addition of University of Louisville credits to the total program.
- Course work taken more than three years prior to the student's application to a graduate program will not normally be considered for transfer; however, such requests will be reviewed by the Vice Provost for Graduate Affairs upon recommendation by the department chair and the unit dean.

❖ **Overload**

- **A student who wishes to enroll in more than the maximum number of hours (12) must petition the unit dean to obtain permission.**

❖ **Residency**

- **Doctoral students must spend at least two years of study at the University of Louisville and at least one must be spent in full-time residency.**
 - **To be considered full-time residency for one year, a student must be registered for a minimum of 18 credit hours in a twelve month period.**
- **Masters students must take at least 24 hours of coursework at the University of Louisville to satisfy the residency requirement for the master's degree.**

❖ **Nine Month Rule**

- **A doctoral degree student must have been admitted as a doctoral candidate not later than the end of the ninth month prior to receiving the degree.**

❖ **Grades of C**

- **Academic program may approve six hours of coursework in which a grade of "C+, C, or C-" was received to count toward the completion of degree requirements.**
- **Approval of the Graduate Dean of SIGS must be secured in order to count additional hours with any grade of C in any course that is part of the degree program. A "Variance Request Form" must be filed. In no case may more than nine hours of "C" be used to fulfill graduate degree requirements, and the student must have a minimum of 3.0 to graduate.**

❖ **Registration in semester of graduation**

- **Waiver of students enrolling in the semester in which they receive their degree.**
- **Waiver of enrolling in Master's/Doctoral Candidacy.**

❖ **Other**

1. Admissions

- **Waiver of minimum grade point average**
- **Waiver of GRE**
- **Waiver of TOEFL for International Students**

- **Waiver of letter of recommendation**
- **Waiver of submission of transcripts and or official transcripts**
- **Waiver of the deadline for submission.**
- **Waiver of deadline to admit**