

COLLEGE OF ARTS AND SCIENCES

GUIDELINES FOR PETITIONING FOR AN EMERGENCY EXCEPTION TO THE POLICY THAT REQUIRES EACH STUDENT TO EARN THE FINAL 30 CONSECUTIVE HOURS AT FLORIDA STATE UNIVERSITY

1. University regulations stipulate that a student must earn his/her final 30 consecutive semester hours at FSU in order to be awarded the baccalaureate degree.
2. Under unusual circumstances, a student may need to ask for an emergency exception to this residency requirement.
 - A. A request for an emergency exception for 6 or fewer hours of the 30-hour residency policy must be made in the Student Affairs office of the College of Arts & Sciences.
 - B. A petition for an emergency exception of 7 or more hours must first be submitted to the Academic Coordinator of the College and approved by the Associate Dean. If the petition is approved, it is then forwarded to the Office of Faculty Advancement, who has final authority over such petitions.
3. Please note that a petition will not be processed until you have completed a graduation check in the Dean's Office of Arts & Sciences. You should apply for a graduation check when you have earned 90 hours.
4. The petition must be typed and addressed to:

Arts and Sciences, Student Affairs Office
College of Arts & Sciences
010 Longmire Bldg.
Florida State University
Tallahassee, FL 32306-1280
5. Include the following information in your petition:
 - a. Your name and FSUID Login
 - b. Number of semester hours earned at FSU
 - c. Total hours earned, including any transfer hours
 - d. Expected date of graduation
 - e. Name of the institution you plan to attend
 - f. A list of the course(s) you want to take out of residence (include semester hours). If course(s) are for your major, your major advisor must approve them.
 - g. The personal or financial hardships that taking your final 30 hours at FSU would impose.
 1. Please note that requesting to take a few hours at another institution, as a matter of personal or economic convenience, does not constitute a valid reason for an exception.
 2. Also note that delaying the completion of the College's language requirement or delaying the completion of a series of courses that must be taken in sequence are not valid reasons for finishing that sequence at another institution.
6. List your local mailing address, telephone number and e-mail address in the letter, should the Dean's Office need further information.
7. The petition can be submitted in person to the Arts & Sciences Student Affairs Office, or via email to a coordinator or as-advising@fsu.edu