



FLORIDA STATE UNIVERSITY
COLLEGE OF ARTS & SCIENCES

Residency Waiver Request

Use your FSU student email to submit the completed form to as-advising@fsu.edu.

Student Name: _____ EMPLID: _____

Major: _____ Phone: _____ Expected Graduation: _____ 20__

Number of hours currently enrolled at FSU: ____ Total completed hours (including transfer): ____

Local Address: _____

Name of the institution you plan to attend: _____

List the courses you wish to take out of residency including semester hours. If the courses are for your major, you need your major adviser to approve them.

Indicate below the personal or financial hardship that taking your final 30 hours at FSU would impose.

Student Signature: _____ Date: _____
By typing my name here, I am electronically signing this form.

College of Arts and Sciences
**Guidelines for Petitioning for an Emergency Exception to the Policy Requiring Students to Earn
Their Final 30 Consecutive Hours at Florida State University**

1. University regulations stipulate students must earn their 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-hours residency policy must be made to the College of Arts and Sciences Student Affairs (COAS) office.
 - b. A petition for an emergency exception of 7 or more hours must first be submitted to the COAS academic coordinator. If the petition is approved, it is then forwarded to the Office of Faculty Advancement, which has final authority over such petitions.
3. Please note: Petitions will not be processed until the student has completed a graduation check through the COAS Dean's Office. Students should apply for a graduation check when they have earned 90 hours.
4. Please note: Requesting to take a few hours at another institution, as a matter of personal or economic convenience, does not constitute as a valid reason for an exception.
5. Lastly, delaying completion of the college's language requirement or delaying completion of a series of courses that must be taken in sequence are not valid reasons for finishing that sequence at another institution.