USF UNIVERSITY OF SOUTH FLORIDA

Request for Waiver of Mandatory Summer Enrollment at a Florida Public University

NAME _____

STREET OR BOX _____

CITY AND STATE _____
ZIP

DATE: _____

STUDENT ID #_____

LOCAL TELEPHONE (___) _____

WORK TELEPHONE (___) _____

Regulations require all students entering the State University System as of September, 1976 with fewer than 60 semester credits to earn at least 9 credit hours prior to graduation by attending one or more summer terms at one of the universities in the Florida State University System (only). The application of this rule may be waived in cases of unusual hardship to the individual. A student may request a waiver of the Mandatory Summer Enrollment for unusual hardship for the following reasons:

(**NOTE:** Application should **not** be made prior to having one summer remaining before graduation.)

1. **SUMMER EMPLOYMENT** With documentation from the employer on official stationery, stating that the student is engaged in seasonal employment and would be hired only during the summer term. Documentation may be used to substantiate either the remaining summer term or previous summer terms, though all summers not attended must be documented.
2. **COURSES FOR STUDENT'S ACADEMIC PROGRAM NOT AVAILABLE DURING A SUMMER** Documentation must be provided from the college advisor stating specifically that the student is unable to take any appropriate courses that are in the major or for general distribution during the summer term.
3. **UNUSUAL HARDSHIP RESULTING FROM EXCEPTIONAL CIRUCMSTANCES WELL BEYOND THE CONTROL OF THE STUDENT** A detailed explanatory statement must be attached to this form with any appropriate documentation that relates to the extenuating circumstances.

Students must complete the following questions and return the form to SVC 1034. Please allow 10 days for a decision. The decision will be noted below and a copy of this form will be mailed to you at the address shown above.

a. Under which of the above conditions are you applying for a waiver of the Mandatory Summer Enrollment requirement?

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b. Have you previously submitted documentation for summers other than that which is attached to this request?

YES NO

c. When do you anticipate graduation? Term _____ Year _____

d. Do you plan to attend summer term at any of the other Florida state universities? Yes No
If "YES", credit may be applied toward meeting your summer requirement by notifying the USF Registrar's Office and requesting the other institution to send an official transcript. Summer attendance at a Florida public community or junior college does not satisfy this requirement.

I certify the above information is complete and accurate.

_____ _____
Signature Date

FOR OFFICE USE ONLY

Your request for waiver of Summer Mandatory Enrollment was: Approved Denied

REASON:

_____ _____
Authorized Signature Date

USF Rev. 04/04 RBoyd

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