

**Michigan State University
College of Education
Dissertation Credit Limit Waiver**

The College of Education set a maximum number of 30 dissertation (999) credits for Ph.D. students (even though the university limit is 36). In rare circumstances, a student may need to request a waiver to exceed this maximum. This form must be filed to seek a waiver, which is valid for only one semester.

- Students should enroll in the minimum number of credits to accomplish their goals.
- Prior to successfully completion of Comprehensive Exams, a student must be enrolled in 6 credits to be considered a full-time doctoral student by the University (3 credits if holding a Graduate Assistantship).
- The semester after the Office of the Registrar records the completion of the Comprehensive Exam, a student need only be enrolled in 1 credit to be considered a full-time student by the University (ABD status).
- International students are encouraged to review their VISA enrollment minimums with the Office for International Students and Scholars (OISS) as minimum enrollment requirements may differ. Include any documentation OISS provides with this request.
- Students who wish to enroll in their 45th 999 credit or beyond, must have both College and Graduate School approval to continue their enrollment.

Name: _____ PID: _____
 Department: _____ Program Name: _____
 Dissertation Director: _____ Co-Director (If applicable): _____

Semester & year you will utilize this waiver (e.g., FS18)	
Number of 999 credits you are requesting to enroll in	
Number of 999 credits you previously enrolled in	
Semester & year you began your program (e.g., FS18)	
Semester & year you passed Comps (e.g., FS18)	
Semester & year you intend to defend your dissertation (e.g., FS18)	
Semester & year you were last enrolled in 999 credits (e.g., FS18)	

This over enrollment waiver will allow me to (select one):

- Remain enrolled as a full-time student, providing access to University services and to complete my dissertation.
- Meet the enrollment requirement to hold a graduate assistantship.
- Other (i.e., to meet VISA minimums) please define:

 Student's Signature Date:

 Advisor's Signature Date:

As the Program Coordinator, I recommend this student be allowed to enroll in _____ 999 dissertation credit(s).

 Program Coordinator's Signature Date:
 (Name):

 Department Chair's Signature Date:
 (Name):

For waivers of 45 credits or more:

 Kristine Bowman, Associate Dean Date:

Processing: Program/Department support staff will complete the RNR Override form found on the RO's website in the forms menu for students with between 31-44 999s. Route a copy of this form to the Graduate Records Office, 204 Erickson Hall or via email to edacadaf@msu.edu. Students who exceed 45 must get College and Graduate School approval prior to being given an RNR override, which will be initiated by the RO's office. Once approved, please notify the student of how many credits s/he may enroll in.