



## How to Request a Maintenance of Matriculation Hardship Waiver

All students are expected to maintain continuous matriculation between initial enrollment and graduation. Matriculation must be posted by either GSAS or by the student for all fall and spring terms, for the duration of enrollment prior to graduation.

Up through the 7<sup>th</sup> year, maintenance of matriculation and associated fees are automatically posted by GSAS. Students who are past the 7<sup>th</sup> year (for those entering without an MA or with less than 24 transfer points) are no longer eligible to have GSAS post their maintenance of matriculation (“MM”) fees. Once a student passes the 7<sup>th</sup> year and out of GSAS financial eligibility (i.e., becomes “Post-7”), she/he is responsible for registering for matriculation on Albert (G47.4747.004 – no codes needed) and paying all associated fees before the payment deadline.

**Post-7 students who are experiencing personal or financial hardship may apply to the GSAS Vice Dean for a time-limited maintenance of matriculation hardship waiver (“MMW”) in order to have matriculation posted and the fees waived for a specific period, typically a semester or year.**

Students wishing to apply for a maintenance of matriculation hardship waiver must do the following:

1. Submit a request for an MM waiver (email is fine). This request should
  - specify the duration (in semesters) of the requested waiver;
  - describe the circumstances of hardship; and,
  - provide a schedule detailing how and when the student will finish.
2. Request a statement of support for the waiver from the academic advisor.

**The student's request and the advisor's statement of support must be submitted to the Graduate Program Office before the end of the semester prior to the waiver.**

The Graduate Program Office will then submit a petition on the student's behalf to the Vice Dean, using the provided materials as supporting documents. The student will be notified of the petition's status upon receipt of the Vice Dean's answer.