

**Request for Waiver of Mandatory Summer Enrollment**

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ @FLPoly.org

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: Summer/Seasonal Employment, Courses not offered, Hardship.

**Check which condition applies below:**

**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.

**Courses For Student's Academic Program Not Available During A Summer:** Documentation must be attached and be 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.

**Unusual Hardship Resulting From Exceptional Circumstances Well Beyond The Control Of The Student:** Submit a detailed explanation with this form. Provide any appropriate documentation that relates to the extenuating circumstances.

**Students must return this completed form to Office of the University Registrar (IST 2038). Please allow 10 business days for a decision. The decision will be noted below and a copy of this form will be emailed to you.**

- a) Have you previously submitted documentation for summers other than that which is attached to this request? YES NO
- b) When do you anticipate graduation? Term: \_\_\_\_\_ Year: \_\_\_\_\_
- c) 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 Office of the University Registrar 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE OF REGISTRAR – USE ONLY**

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_