

TEACHERS COLLEGE - COLUMBIA UNIVERSITY
Office of Doctoral Studies
Box 172 • 525 West 120th Street • New York, NY 10027
Phone: (212) 678-4050 • Fax: (212) 678-3005

Ed.D./Ed.D. CTAS/Ph.D. Personal Exemption Request / Waiver Petition
(from Continuous Registration)

A doctoral student shall be exempt from continuous registration only if one of the following provisions is applicable:

- The student has filed a **Personal Exemption** Request, signed by his or her Dissertation Advisor or Academic Advisor, certifying that he or she unable to work on the dissertation and is at a stage where advisement is not necessary. In addition, a student may request a Personal Exemption instead of a Leave of Absence if he or she wishes to maintain active student status. **A maximum of two terms** of Personal Exemption or Personal Leave of Absence may be granted during the period of certification.
- Has been granted a **Waiver** (signed by the Dissertation Advisor or Academic Advisor) due to inability of the department to provide advisement because of the absence of key faculty members.

NOTE: For Sustained Illness, Military Service, and Maternity Leave, a Leave of Absence should be submitted. Instructions can be found in the Requirements Bulletin for your respective degree (Ed.D./Ed.D. CTAS/Ph.D.). The form can be found on the Office of the Registrar website under Forms.

Students are not eligible for advisement during the term of an active Personal Exemption or Waiver. Also, the Dissertation Proposal Hearing, Advanced Seminar, or Dissertation Oral Defense may not be held during the term of an active Personal Exemption or Waiver. Requests for a retroactive Personal Exemption or Waiver require written verification from the Dissertation Advisor (or Academic Advisor) that they provided no advisement during the term. A signed statement to this effect must be attached to that request and will be reviewed on a case-by-case basis.

Students approved for a Personal Exemption or Waiver for a term in which they are registered for dissertation advisement (89xx) will have their course replaced with IND 6000 (Doctoral Candidate) which is equivalent to the student activity fee. Please note this will reduce student status from full-time to less-than-half-time.

NOTE: Doctoral students on an international student visa may not apply for a Personal Exemption or Waiver as it will take the student to less-than-half-time unless they have already been approved for a reduced course load by the Office of International Students and Scholars.

An approved Waiver will automatically extend the student's period of certification or eligibility for the duration of the Waiver. Personal Exemptions **do not** extend the student's period of certification or eligibility. If a student wishes to extend the period of certification or eligibility, he or she must file the "Petition for Extension of Certification" (Ed.D./Ed.D. CTAS) or "Petition to Extend the Period of Eligibility." (Ph.D.)

NOTE: For Ed.D./Ed.D. CTAS students, Personal Exemptions cannot be used after the expiration of the initial period of Certification.

NOTE: Receipt of financial aid in a term in which a student requests a Personal Exemption or Waiver may affect their eligibility to receive a Personal Exemption or Waiver.

If you have any questions, please contact the Office of Doctoral Studies at ods@tc.columbia.edu.

**Ed.D./Ed.D. CTAS/ Ph.D. Personal Exemption Request / Waiver
Petition (from Continuous Registration)**

PART I: Personal Information

Please check your degree program: Ed.D. Ed.D. CTAS (College Teaching of An Academic Subject) Ph.D.

Student Name: _____
Last Name First Name MI

Email: _____ TC ID#: _____

Department: _____

Program: _____

Academic Advisor Name: _____

Dissertation Advisor Name: _____

Part II: Personal Exemption/Waiver Request:

I hereby request a Personal Exemption/Waiver from continuous registration for the following term(s). Please check the term(s) and indicate the year(s).

AUTUMN 20 _____ and/or **SPRING** 20 _____
YEAR **YEAR**

Reasons for the Personal Exemption/Waiver (please check one):

- Personal Exemption: My dissertation is at a stage where I do not require dissertation advisement.
- Waiver: Inability of the department to provide advisement because of the illness or the absence of key faculty member(s).

NOTE: By filing this petition, I acknowledge that I must also register for IND 6000 "Doctoral Candidate."

Student: _____
Signature Date

Dissertation Advisor
(or Academic Advisor): _____
Signature Date

Department Chair: _____
Signature Date

NOTE: Please submit this form to the Office of Doctoral Studies. After action of the Ed.D. or Ph.D. Committee, you will be notified of the results of your request.

Office Use Only
Action of the Ed.D./Ph.D. Committee:
Date: