



# Teachers College

COLUMBIA UNIVERSITY

## Office of Doctoral Studies

Box 172 • 324 Bldg 528 • 525 West 120<sup>th</sup> Street • New York, NY 10027

Phone: (212) 678-4050 • Fax: (212) 678-4050

### **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 their dissertation sponsor or major advisor, certifying that they are 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 they wish to maintain active student status. **A maximum of two terms** of any combination 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 sponsor or major advisor) due to the inability of the department to provide advisement because of the absence of key faculty members. Doctoral students may also request a Waiver for one term if their Dissertation Oral Defense Committee is unable to convene a defense date during that term.

**Obligation for Continuous Enrollment is defined in the Requirements Bulletin for your respective degree (Ed.D./Ed.D. CTAS/Ph.D.).**

**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.

**NOTE: An approved Personal Exemption or Waiver does not prevent registration for coursework as it only waives the requirement for Dissertation Advisement. For Ed.D./Ed.D. CTAS students, a maximum of two credits may be taken as three or more credits meets Obligation requirements.**

**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 not registered for other coursework that takes the student to at least half-time status.**

**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 (OISS) or are taking coursework to bring them to full-time status.**

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, they 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.**

If you have any questions, please contact the Office of Doctoral Studies at [ods@tc.columbia.edu](mailto:ods@tc.columbia.edu).



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### **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**

\_\_\_\_\_  
**YEAR**

and/or

**SPRING**

**20**

\_\_\_\_\_  
**YEAR**

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

1. ☐ Personal Exemption: My dissertation is at a stage where I do not require dissertation advisement.
2. ☐ 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 if I am not registered for anything, I must 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 Faculty Committee on the Doctoral Degree, you will be notified of the results of your request.

#### **Office Use Only**

Action of the Faculty Committee on the Doctoral Degree:

Date:

(REV. 9/26)