

**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 sponsor or major 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 may be granted during the period of certification.
- Has been granted a **Waiver** (signed by the dissertation sponsor or major advisor) due to inability of the department to provide advisement because of the absence of key faculty members. A Ph.D. student may also request a Waiver for one term if his or her Dissertation Oral Defense Committee is unable to convene a defense date during that term.

**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 in the Office of the Registrar.**

A student is 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 sponsor (or major advisor) that they provided no advisement during the term. A signed statement to this effect must be attached to that request.

If a student is granted a Personal Exemption or Waiver, he or she will not maintain registered student status for each granted term. If the student wishes to maintain student status (e.g., for library access, email privileges, etc.), he or she must register for IND 6000 “Doctoral Candidate.” If the student has a student loan during the term of a Personal Exemption or Waiver and he or she wishes to be eligible for a loan deferment, the student must register for IND 6000 “Doctoral Candidate” and file for a Certificate of Equivalency. Certificates of Equivalency are only granted when a student is working on an approved activity toward the satisfaction of degree requirements for a specific number of hours. Certificate of Equivalency forms are available in the Office of the Registrar.

**NOTE: Ph.D. students are required to register as a doctoral candidate (IND 6000) for all approved terms of a Personal Exemption or Waiver.**

As of Autumn term 2014, 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.**

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

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**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: \_\_\_\_\_

Major Advisor Name: \_\_\_\_\_

Dissertation Sponsor 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 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.  Personal Exemption: I meet the criteria for a Leave of Absence (i.e., illness, pregnancy) but I wish to maintain active status through registration of IND6000.
3.  Waiver: Inability of the department to provide advisement because of the illness or the absence of key faculty member(s).
4.  Waiver: Inability of Ph.D. Dissertation Oral Defense Committee to schedule defense.  
**(Waiver of TI 8900 - One term maximum)**

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

Dissertation Sponsor (or Major 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.

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