Brandeis University
The Heller School for Social Policy and Management

Request to Waive the Minimum Program Credit Requirement

Please note that students need 12 credits to be considered a full-time student by Brandeis University. Students may not waive residency requirements outlined in the University Bulletin.
Course history with grades (unofficial transcript) and program ILP(s) must be attached.

Name: _____ Expected Date of Completion [EDOC]: _____

STUDENT ID: _____ Program(s): _____

Is this your last semester in residency taking classes? [ ] YES [ ] NO
In the space below, please provide any information to help Heller make this determination.

Eg. "I will be conducting a job search."

The following is to be completed by Program Administrators/Managers

In reviewing the student's transcript and ILP, I approve the request to allow the student to take _____ number of credits in the _____ term. I expect the student to graduate on time pending successful completion of final enrollments.

_____
Signature of Program Admin./Manager

For dual or joint degrees only:

In reviewing the student's transcript and ILP, I approve the request to allow the student to take _____ number of credits in the _____ term. I expect the student to graduate on time pending successful completion of final enrollments.

_____
Signature of Program Admin./Manager 2

If you agree to this waiver, please sign below:

_____ _____
Signature of Student Date **Signature of Program Director Date**

_____
Assistant Dean, Academic and Student Services Date

Please email to: Welby Gonzalez, Assistant Director
Academic Affairs and Student Experience
wgonzalez@brandeis.edu