

## Waivers for USM Core requirements

In **highly exceptional circumstances**, a waiver of a Core requirement may be justified. Since waivers are only granted in the most extenuating circumstances, students should make every effort to satisfy their requirements through approved coursework, or through approved substitute coursework or other learning experiences.

Requests for consideration must be submitted in writing and must provide documentation to support the rationale for the waiver. Requests for waiver must explain clearly why the student cannot complete the requirement by registering for an appropriate course. The supporting documentation must be relevant to the rationale/reasons provided for the waiver request.

Examples:

1. Waiver based on **financial hardship**: Documentation should include evidence of termination of financial aid or other financial support by a specific date (may include loss of FAFSA based aid or loss of income due to unemployment).
2. Waiver based on **advising error**: Documentation should include evidence of advising error such as e-mail communication, photocopy of advising notes, confirmation from the advisor, or other documentation that the student was overtly misadvised.
3. Waiver based on **disability**: Please contact Disability Services at 780-4706 for information.
4. Waiver based on **non-negotiable work or other scheduling constraints**: documentation should include confirmation from employer or other entity demonstrating non-negotiable schedule prohibiting completion of a requirement.
5. **Medical waiver**: (e.g., scheduled or emergency medical treatment) documentation should include confirmation from a medical provider that the student cannot complete a requirement for medical reasons (not disability related).

Requests for consideration of a waiver should be submitted in Word or as a PDF to the Assistant Provost at [susan.mcwilliams@maine.edu](mailto:susan.mcwilliams@maine.edu). Accompanying documentation should also be submitted electronically, preferably in PDF form. If electronic submission is not possible, please send written requests and documentation to Susan McWilliams, Assistant Provost, 100 Payson, USM Portland Campus.

**Submission of a request does not guarantee approval.** Waivers are approved only in highly extenuating circumstances. Students seeking waivers should plan their course registration accordingly, ideally registering for an appropriate course in the next term.