

# FSU College of Music

## Petition for Waiver of Assistantship Policy on Maximum Term of Appointment

The College Assistantship Policy allows for maximum funding [Fall and Spring terms] as follows:

Masters: 2 years (4 semesters)

Doctoral: 3 years (6 semesters)

Students are not considered for additional funding (exceeding the above guidelines), except under extraordinary circumstances.

### Instructions & Procedures

#### Student

1. The student completes page 2 of the petition and returns it to the Graduate Music Office along with necessary attachments, confirming his/her approved Program of Study is on file.

#### Area & Administration

2. The Graduate Music Office completes page 1, and submits the petition to the student's Major Professor.

3. The major professor submits the petition to the Area Coordinator.

4. The Area Coordinator submits the petition to the Graduate Music Office.

5. The Curriculum Committee evaluates the petition and forwards it to the Senior Associate Dean.

\*The following will be completed by the Graduate Music Office.\*

Student's Academic Profile			
Name:			
Current Degree Program:	Major:	Semester #:	Report #:
Date of Matriculation into Current Degree Program:			
Current Address:			
Telephone:		Email Address:	
Major Professor:			
<input type="checkbox"/> Selected: _____ (name) <input type="checkbox"/> Not yet determined			
Student's Funding Profile at FSU			
Masters (semesters): _____		Evaluation in Good Standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Doctoral (semesters): _____		Evaluation in Good Standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the student previously received funding beyond the standardized funding model?*			
<input type="checkbox"/> Masters: ___ Yes ___ No <input type="checkbox"/> Doctoral: ___ Yes ___ No			
If yes, when? _____ Please attach a copy of approved request.			
<small>Semester and Year</small>			
Program of Studies Completed and Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Assessment of Overall Area Funding			
1. Number of Current Assistants:			
<input type="checkbox"/> Masters: _____		<input type="checkbox"/> Doctoral: _____	
2. Number of Returning Assistants for 20__:			
<input type="checkbox"/> Masters: _____		<input type="checkbox"/> Doctoral: _____	
3. Vacant Assistantship Lines: _____			
4. Applicant Pool:			
Number Applied: <input type="checkbox"/> Masters: _____		<input type="checkbox"/> Doctoral: _____	
Number Admitted: <input type="checkbox"/> Masters _____		<input type="checkbox"/> Doctoral _____	

# FSU College of Music

## Petition for Waiver of Assistantship Policy on Maximum Term of Appointment (pg. 2)

\*The following is to be completed by the student.\*

### Student Instructions & Procedures

The student completes this portion of the petition and returns it to the Graduate Music Office along with a plan and schedule for completion of the degree in the time requested for extension. The student should also confirm the following two forms are on file in the Graduate Music Office:

- a completed and approved Program of Study
- the most recent Doctoral Degree Progress Report (Doctoral students only)

Extension Request Information
Length of Extension Requested: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Both

Provide a statement providing evidence an extension is needed and warranted:

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Expected Date of Degree Completion

\_\_\_\_\_  
Student's Signature

Recommendations	
<input type="checkbox"/> Approve <input type="checkbox"/> Reject _____	_____
Major Professor	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Reject _____	_____
Area Coordinator	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Reject _____	_____
Curriculum Committee Review	Date
Decision	
<input type="checkbox"/> Approve <input type="checkbox"/> Reject _____	_____
Senior Associate Dean	Date