

SPECIAL PERMISSION TO REGISTER

Some students are offered admission before their official transcripts post degrees. Most often, these people apply during their final year of their undergraduate program. Such applicants will have a notice on their official admission letter, published to their account in My GradSpace, that we need a final transcript with a degree posted.

Completing this form will allow such an applicant to register for courses in the first semester of their graduate program before said transcript arrives. This form may only be used by students graduating from a regionally-accredited institution in the United States. Completing this form will not waive the requirement to also send in an official transcript with the requisite degree posted. This form is two pages, and cannot be processed by the School of Graduate Studies unless both the applicant and the College Dean section are completed.

To be completed by the applicant:

Your name:

Institution from which you are receiving degree:

Anticipated graduation date:

EMPLID (located on your admission letter):

Program into which you have been offered admission:

Admit term (semester and year) into which you have been offered admission:

By signing this form, you verify that you understand that you will still need to arrange for official transcripts with your degree posted to be sent to the School of Graduate Studies, and that failure to do so by the end of the semester to which you were offered admission may lead to your offer of admission being rescinded, and you understand you may not request special permission to register in any semester other than the first semester of your program.

Your signature:

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This is page two of the form.

To be completed by the student's College Dean:

By signing this form, you verify that the above named student has completed all institutional criteria for the baccalaureate or Master's degree, and will receive, or has received, the degree on the following date:

Your Printed Name

Your Printed Title

Your daytime telephone number

Your Signature

Please return this form to the School of Graduate Studies by mail or by fax. If we have any questions, we may contact you directly.

To be completed by the School of Graduate Studies:

Action taken on date

Action taken by

This form will be added to the applicant's official record.