GRAD 999 Registration Request Form

COLLEGE OF BIOLOGICAL SCIENCES • UNIVERSITY OF MINNESOTA

Student Name ____________________________ Date ____________

U of M Email Address ____________________________ ID# ____________

Program ____________________________ Degree Sought ____________________________ Semester Requesting GRAD 999 ____________________________

In order to receive permission to register for GRAD 999, you must submit this form and document the circumstances which necessitate GRAD 999 registration for every semester you wish to take GRAD 999.

GRAD 999 registration is not guaranteed in a given semester until final approval from the CBS Associate Dean has been received. Typically GRAD 999 permission requests are only considered if you meet all of the following:

1) You are an active student in a CBS graduate program;
2) You have taken all required course work, including thesis credits, but have not yet finished the thesis; and
3) You have not exceeded the number of times you are allowed to take GRAD 999 per CBS policy.

GRAD 999 is a zero-credit course intended for graduate students in the final stages of their degree program. Master's students may register for it once (for one semester) and doctoral students may register for it twice (for one semester each time). While taking it will maintain your active status in the program, GRAD 999 often does not meet the standard criteria required to maintain other obligations you may have (e.g. loan deferment, assistantships, student visa status, etc.). More information on how GRAD 999 may affect you can be found at http://onestop.umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html. International students requesting to take GRAD 999 should consult with ISSS prior to submitting this form.

Student Procedure

1) Attach a one-page written statement, as well as any additional documentation, explaining your reason for requesting GRAD 999. Your statement should include a specific timeline that shows how you intend to complete your outstanding degree requirements within one or two semesters.
2) Consult with your faculty adviser and request that s/he sign this form below indicating support for the proposed timeline.
3) Submission Deadlines: Fall Semester: August 15 Spring Semester: December 15

The CBS Associate Dean will review the request and email you about the outcome and/or request further information. Please plan accordingly as the review process can take up to two weeks from the time of submission, and late registration fees will be applied if you have not registered by the first day of classes.

Faculty Adviser

Review any attachments, including the student's time before signing. You are verifying that this plan is realistic and is the best way this student can complete the degree or maintain their active status. Keep in mind that although this course option is tuition-free to students, the College is charged for each student who takes GRAD 999.

Name of Faculty Adviser ____________________________ Faculty Adviser Signature ____________________________ Date ____________

DGS Decision

Name of DGS ____________________________ Approve __ Deny __ DGS Signature ____________________________

Submit to and contact for questions

Lisa Wiggins - CBS Graduate Programs Coordinator
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St. Paul Campus
612-624-6770
wiggins@umn.edu

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Guidelines for using GRAD 999

Students register for GRAD 999 to maintain active student status, and cannot use GRAD 999 to meet any other requirements of the University or external agencies. Students who must maintain full-time status to, e.g., hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements.

Restrictions:
While the Graduate School neither restricts the number of terms for which students may register for GRAD 999, nor imposes eligibility requirements other than those outlined above, individual graduate programs may establish their own restrictions. Graduate programs are strongly encouraged to monitor their students’ GRAD 999 registrations (see “Information for graduate program faculty/staff” below). Students are expected to consult their graduate program prior to enrollment to ensure they meet their program’s established criteria regarding GRAD 999 registrations.

International students enrolled in GRAD 999:
International students are strongly encouraged to confer with the International Student & Scholar Services (ISSS) office if they are considering GRAD 999 registration.

Maintaining legal status: International students who enroll in GRAD 999 must file a Reduced Course Load form, available on the International Student & Scholar Services web site, and submit the completed form to ISSS in 190 HHH Center.

Maintaining health benefits: International students who register for GRAD 999 are required to maintain their University-sponsored health benefit plan. Students will automatically be enrolled in the University-sponsored Student Health Benefit Plan unless they are covered by the Grad Continuation Plan, or they request and receive a waiver. To receive a waiver, students must meet one of the following criteria:

- They must be covered by a United States-based, employer-sponsored insurance plan; or
- They must have returned to their home country and be in residence there for the duration of the semester.

Students who meet either of the above criteria need to contact the Student Health Benefits office for a waiver request by calling 612-624-0627. All waiver requests must be received by the University’s established registration deadlines.

GRAD 999 and the Student Services Fee: Students who register for GRAD 999 are not required to pay the Student Services Fee; however, they may elect to do so if they wish to use or support the services covered by the fee. (Reminder: Students who pay the Student Services Fee must have their own health insurance to be covered for services provided by Boynton Health Service. Payment of the Student Services Fee does not render students eligible to buy University-sponsored hospitalization insurance.)

How to register for GRAD 999: Graduate students can register online for GRAD999. If students are advised during the online registration process that they have a registration hold, they must follow the instructions provided for removing the hold before proceeding with the registration process. If students receive the following message "Class NOT added. All requirements not met." their program office has restricted enrollment for this course and students should contact their program office to resolve the problem.

How GRAD 999 will appear on the transcript: GRAD 999 will appear on the transcript as “GRAD 999 Graduate School Active Status”. Neither credits nor grades are assigned to GRAD 999. The “NG” designator will appear on the transcript at the end of the term to indicate that no grade is assigned for the GRAD 999 registration option.

Information for graduate program faculty/staff: Programs will restrict enrollment beyond two semesters by using the N999 student group. Students who have the N999 student group added to their record and try to register for GRAD 999 will receive the following message "Class NOT added. All requirements not met."