

**Route to:**  
Sara Eliason, CBS Graduate Programs Coordinator  
seliason@umn.edu  
140B Gortner Lab, St. Paul Campus

## GRAD 999 Registration Request

To register for GRAD 999, students must complete this form and receive approval from their advisor(s), the Director of Graduate Studies, and the Associate Dean for Graduate Education.

Please review the information and instructions on page 2 of this form.

<b>Last name</b>	<b>First name</b>	<b>Date</b>
<b>Student ID#</b>	<b>UMN email address</b>	<b>Phone number</b>
<b>Advisor(s)</b>	<b>Program</b>	<b>Degree objective</b>

<b>Semester requesting GRAD 999</b>	<b>Semester(s) GRAD 999 was used prior to this request</b>
<b>Reason for requesting GRAD 999. (Also include a timeline for completing degree requirements.)</b>	

Student's signature	Date		
Advisor's signature	Date	Co-Advisor's signature (if applicable)	Date
DGS's signature	Date	Additional DGS's signature (if applicable)	Date

**For college use only**

\_\_\_ approve \_\_\_ do not approve

<b>Comments:</b>	<b>Signature</b>	<b>Date</b>
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### Important notes

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.

#### LIMITS:

Master's students may register for GRAD 999 once (for one semester).

Doctoral students may register for GRAD 999 twice (for one semester each time).

*Use this form to also request registration beyond the two-semester limit, although these approvals will only be granted in extenuating circumstances.*

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 a degree program. GRAD 999 maintains your active student status, but often does not meet the criteria to maintain other obligations you may have (e.g., loan deferment, assistantships, student visa status). You can find more information on how GRAD 999 may affect you at <https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students>.

*International students requesting to take GRAD 999: Please consult with ISSS prior to submitting this form.*

### Submission deadlines

- **Fall Semester—August 15**
- **Spring Semester—December 15**

Submit the form to:

Sara Eliason, CBS Graduate Programs Coordinator, seliason@umn.edu, 140B Gortner Lab, St. Paul Campus

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.**