GRAD 999 Registration Request Form

Student Name: 
Date: 

U of M Email Address: 
ID#: 
List semester(s) Grad999 was used prior to this request: 

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Sought</th>
<th>Semester Requesting GRAD 999</th>
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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](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(s)

Review any attachments, including the student's situation before signing. You are verifying that you have met with the student, and this plan is realistic and is the best way this student can complete the degree. Keep in mind that although this course option is tuition-free to students, the College is charged a substantial amount each time a student registers for GRAD999.

☐ By checking this box, I consent that I have met with this student on the day of signing below have discussed and agree to the completion plan outlined by the student in his/her letter.

Name of Faculty Adviser: 
Faculty Adviser Signature: 
Date: 

Name of Faculty Co-Adviser: 
Faculty Co-Adviser Signature: 
Date: 

DGS Decision

Name of DGS: 
Approve: [ ] 
Deny: [ ] 
DGS Signature: 

College Dean Decision

Name of Dean: 
Approve: [ ] 
Deny: [ ] 
Dean Signature: 

Submit to and contact for questions

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