

GRAD 999 Registration Request Form

Department of Organizational Leadership, Policy, & Development • College of Education + Human Development • University of Minnesota

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|-------------------------------|------------------------|---------------------------------------|
| _____ Student Name | | _____ Date |
| _____ U of M Email Address | _____ ID# | |
| _____ Program Track | _____ 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 every semester you wish to take GRAD 999.

GRAD 999 registration is not guaranteed in a given semester until the DGS/CGS has approved. Typically GRAD 999 permission requests are only considered if you meet **ALL** of the following:

- 1) You are an active student in an OLPD M.A., M.Ed., Ph.D., or Ed.D. program;
- 2) You have taken all required course work, **including thesis credits (if applicable)**, 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 OLPD policy.

GRAD 999 is 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). GRAD 999 is a zero-credit course. While taking it will maintain a student's 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.*

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 very 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) Bring or mail the completed form and supporting materials to the Coordinator of Graduate Studies in 206 Burton Hall for review no later than three weeks prior to the first day of the semester being sought for GRAD 999 enrollment.

The DGS/CGS 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 apply if you have not registered by the first day of classes.**

Faculty Adviser

REVIEW ANY ATTACHMENTS –INCLUDING THE STUDENT'S TIMELINE—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.

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|----------------------------------|------------------------------------|---------------|
| _____ Name of Faculty Adviser | _____ Faculty Adviser Signature | _____ Date |
| DGS/CGS Decision | Approve | Deny |
| _____ DGS/CGS Signature | | |

Contact

For questions about the process and/or other available registration options, contact:

Dr. Jeremy Hernandez
OLPD Coordinator for Graduate Studies
206 Burton Hall
612-626-9377
herna220@umn.edu