



Policy and Procedure No. 2
March 20, 1986
Revised 7/27/99; 6/15/06, 2/25/13

Date: _____

TO: GIT Graduate Studies and Research

I request a waiver of the Institute requirement that a graduate student be registered during the semester in which he or she graduates (enrollment waiver).

I have completed all degree requirements and will no longer require any of the Institute's facilities or faculty time to complete the

____ MS without thesis (course work only)/ ____ MS with thesis option/ ____ Ph.D. degree.

I propose graduating during the _____ (semester) of **20** (year). I am/was registered in the semester preceding my proposed graduation semester, the semester for which I am requesting a waiver. This includes summer semesters. [Exception: non-thesis master's students who have completed all coursework prior to the graduation semester need not have been enrolled the prior term.]

I understand that I may apply for this waiver only once. If a thesis is required for my degree and I do not submit my final approved thesis to the Graduate Office before the end of the registration period for the above specified semester, I may have to register for at least 3 hours.

Signature

Print Name

GT ID Number

School/College

Thesis students MUST turn in the following *at the same time* as this form: final approved thesis uploaded to the ETD web site; signed Certificate of Thesis Approval and any other required documents submitted to GT Graduate Studies. (Oral presentation and all corrections must be completed before the submission).

IMPORTANT: *This enrollment waiver does not automatically reactivate your **degree petition**. You must meet the Registrar's normal deadlines to petition to graduate or reactivate your degree petition for this term.*

CERTIFIED AND RECOMMENDED FOR APPROVAL:

Major Advisor

School Chair or Graduate Coordinator

Graduate Studies Office
Vice Provost for Graduate Education and Faculty Affairs

Date