



# VCU Graduate School

## REQUEST FOR SPECIAL ACTION

Student's Name \_\_\_\_\_ VID \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Program \_\_\_\_\_ Degree \_\_\_\_\_

**FOR APPROVAL BY DEPARTMENT CHAIR & SCHOOL/COLLEGE DEAN  
(COPY OF ACTION TO BE PLACED IN THE STUDENT'S ACADEMIC FOLDER)**

\_\_\_\_ Extension of time limit for degree: From beginning of sem/yr \_\_\_\_\_ through end of sem/yr \_\_\_\_\_

\_\_\_\_ Leave of absence: From beginning of sem/yr \_\_\_\_\_ through end of sem/yr \_\_\_\_\_

\_\_\_\_ Course overload: Number of credits \_\_\_\_\_ Semester/year \_\_\_\_\_

Authorization of courses to count towards degree (transfer; excess of 6 hours as non-degree seeking student):

Course number/title \_\_\_\_\_

Course number/title \_\_\_\_\_

Course number/title \_\_\_\_\_

\_\_\_\_ Termination by program for cause (Student to be notified by Graduate Dean) Effective sem/yr \_\_\_\_\_

\_\_\_\_ Withdrawal from program: (Attach completed UES Course Request Form if also withdrawing from courses) Effective sem/yr \_\_\_\_\_

\_\_\_\_ Condition for readmission, if applicable \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

Department Chair/Designee \_\_\_\_\_ Date \_\_\_\_\_

Dean's Designee \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL BY DEAN, GRADUATE SCHOOL (SUPPORTING DOCUMENTS ATTACHED)**

\_\_\_\_ Change provisional admission granted for academic reasons to full admit: Effective sem/year \_\_\_\_\_

\_\_\_\_ Second job approval for student on stipend: Begin \_\_\_\_\_ End \_\_\_\_\_

\_\_\_\_ Withdrawal from courses after withdrawal deadline Effective date \_\_\_\_\_  
(Attach completed UES Course Request Form & FA Impact of Retroactive &/or Mid-semester Changes to Enrollment Form)

\_\_\_\_ Drop from courses after drop deadline Effective date \_\_\_\_\_  
(Attach completed UES Course Request Form & FA Impact of Retroactive &/or Mid-semester Changes to Enrollment Form)

\_\_\_\_ Termination from University for cause: Effective date \_\_\_\_\_

Department Chair/Designee \_\_\_\_\_ Date \_\_\_\_\_

Dean's Designee \_\_\_\_\_ Date \_\_\_\_\_

Dean, Graduate School \_\_\_\_\_ Date \_\_\_\_\_