

**Case Western Reserve University
School of Graduate Studies**

ELIGIBILITY CRITERIA FOR WAIVER OF REGISTRATION

The School of Graduate Studies requires all students to be registered in the semester in which they graduate. For a student engaged in thesis or dissertation research the completion of all requirements to graduate is not easily predicted, making it difficult to adhere to scheduled deadlines. If a student will not be able to meet the degree requirements to graduate in one semester, but will finish before the next semester begins, the student can petition to waive registration for the following semester.

The following criteria must be met to be eligible for the Waiver of Registration:

- Students must be registered for at least one credit hour in the semester (or summer session) immediately preceding the semester of graduation.
- Students must complete and submit the Waiver form **on the reverse side**. International students must obtain the signature of an International student adviser (Sears 210) before submitting the form to the School of Graduate Studies.
- Students must complete a new Application for Graduation Form for the next scheduled graduation. (Only the Adviser's signature is required if a previous application has been submitted.)
- Students must complete all degree requirements and submit all required materials to the School of Graduate Studies by the last day of the Drop/Add period of the semester. This includes the thesis or dissertation, certification cards, signature sheets, surveys, and all forms in the graduation packet.

Students must submit the Waiver of Registration Form and all required documents no later than the final day of the Drop/Add period. The deadline date to submit materials is firm. If a student misses the deadline, the student will be required to register for at least one credit hour, or more if necessary.

Please be aware, when applying for the Waiver of Registration, CWRUNet services, student loans, and health services may be terminated during the semester for which the Waiver of Registration is effective.

If you have any questions regarding the tuition waiver policy, contact the School of Graduate Studies at x4400 or 4401.

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**Case Western Reserve University
School of Graduate Studies**

WAIVER OF REGISTRATION

Name:		ID Number:	
Address:	_____	E-Mail:	_____
		Phone:	_____
Department:	_____	Degree:	_____

Did you complete an Application for Graduation for the current or just ended academic term?

- Yes No If no, you must complete an Application for Graduation and obtain all required signatures. If yes, you must complete a new Application for Graduation and obtain your adviser's signature.

Based on completion and submission of all required materials for my degree before the last day to drop/add, I request a Waiver of Registration and permission to graduate in:

(month & year of graduation)

Student Signature: _____ Date: _____

International Student Adviser Signature: _____ Date: _____
(International Students Only)

Return to the School of Graduate Studies for Dean's approval.

Dean of Graduate Studies: _____ Date: _____