

For Office Use Only:
Semester Requested _____
Course Requested: _____
Date: _____

Awarded or Declined

PERMIT TO REGISTER AS A SPECIAL STUDENT

**Graduate Studies in Business
Virginia Commonwealth University**

Instructions:

Permits to register as a special student are awarded on a very limited basis to students who already hold a bachelor's degree and who wish to take no more than two graduate business courses prior to their enrollment in a VCU School of Business graduate degree program. Permits are awarded no earlier than one week prior to the beginning of class each semester, and they are awarded on a space available basis. Only request forms that are fully completed and accompanied by transcripts will be reviewed. The VCU School of Business will only accept 6 credit hours taken as a special student towards fulfilling a graduate degree in business. Students desiring admissions to our graduate programs should submit an application to our program, rather than request a special permit.

Personal Data:

Name: _____ Social Security Number: _____
Address: _____ Work Phone: _____
_____ Home Phone: _____
E-mail: _____

Course Data:

Year: _____ Semester Requested (Circle One) Fall Spring Summer

I desire to take the following course(s) for (circle one) AUDIT CREDIT

Course Title and Reference Number Requested as Printed in Schedule of Classes:
(eg. *MGMT 524 Statistical Elements of Quantitative Management CRN 3333*)

Complete both sides of this form.

Previous Education:

Attach transcripts from each university attended. Special permits are only awarded if we are sure you have had necessary pre-requisites for the requested course(s). Failing to submit a transcript is grounds for declining your request.

College/University	Degree Pursued/Earned	Graduation Date	Cumulative GPA

Have you been dismissed from a graduate program? ___ Yes ___ No

If yes, please briefly describe the circumstances of your dismissal.

Have you submitted an application to a VCU – School of Business graduate program?

___ Yes ___ No If yes, for which semester did you apply? _____

For which degree did you apply? _____

For what purpose do you need to take the requested courses as a special student rather than a degree-seeking student?

Your request will be reviewed one week prior to the beginning of the semester for your desired course. You will be notified by phone of your acceptance. If approved, you will be instructed to come to the GSIB Office to pick up the necessary override card. You will then have to take this card to Records and Registration in order to be enrolled in the course.

Signatures:

Student's Signature

Date

Jana McQuaid, Director of GSIB

Date

Please return the application to:

School of Business
Graduate Studies in Business
1015 Floyd Ave
Box 844000
Richmond, VA 23284-4000
Fax (804) 828-7174