

## Request to File for Graduation after Semester Deadline

Graduate School, The University of Memphis, 201 FedEx Institute

Phone: 901.678.4212 / Fax: 901.678.0378

A student wishing to file for graduation after the semester deadline may request late processing of all required paper work. The student must complete this form, submit it to the Graduate School for signature then take this form, along with late fee payment, to the Bursar's Office. A completed degree and/or certificate candidacy form(s) with all required signatures must be included with this form when submitting to the Graduate School.

To be completed by student:

\_\_\_\_\_  
Student's Last Name                      First Name                      Middle Name                      UID Number

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip Code

\_\_\_\_\_  
Email Address                      Telephone Number

\_\_\_\_\_  
Academic Department / Major

Student Acknowledgement:

I hereby request the late processing of my application to graduate and/or my master's, specialist, doctoral, or certificate candidacy form to enable my graduation in the term and year noted below. I understand that I will be assessed a \$500 late processing fee. The University reserves the right to correct errors in my fee assessment and charges that are discovered subsequent to the processing of this form. I also understand that my request will be processed to support the graduation term noted below only after this request has been reviewed and signed off by the Graduate School.

\_\_\_\_\_  
Term / Year

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
To be completed by The Graduate School:

This request has been      approved OR      denied. Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Graduate School Dean / Designee Name (Please Print)

\_\_\_\_\_  
Graduate School Dean / Designee Signature

\_\_\_\_\_  
Date

Once signed off by the Graduate School, please deliver this form, along with your payment, to the Bursar's Office, 115 Wilder Tower, Memphis, TN 38152.

Bursar's Office			
Detail Code MOT3-\$500	Receipt #:	Date:	Cashier: