

MASTER'S/PH.D. - HOLD REMOVAL FORM

To remove the official transcript requirement, the Director of Graduate Studies (DGS) must certify that the admission decision was not contingent upon completion of the degree and grant approval for the request.

If your Master's/Ph.D. degree has not been completed, or you have completed the degree, but are unable to obtain an official transcript showing the award of the degree, please complete this form.

Note: If you intend to transfer any course credits from previous graduate level enrollment to a degree program here, an official transcript of all work completed at that institution will be required.

Student/Program Information:

To be completed by the student. Please print or type; all fields must be complete.

Student Name:	Student ID:	Term of Admission:
Student's Current U of M Program:		
Transcript University:	Transcript Degree Objective:	
Reason for Hold Removal Request: I did not obtain the degree and I do not wish to transfer any of the coursework: <input type="checkbox"/> I did not obtain the degree but I have submitted an official up to date transcript for possible transfer credit: <input type="checkbox"/> I obtained the degree but I am unable to obtain official proof of the degree award: <input type="checkbox"/> Additional explanation, if applicable:		
DGS Name:	DGS Email:	DGS Phone:

Student Signature: _____
(Typed signature is acceptable)

DGS Authorization of Hold Removal

To be completed by DGS, or by authorized program staff: *I understand that this student has not completed/has no proof of the degree award for the university indicated above.*

- His/her admission was not contingent on the completion/proof of the degree award.
- His/her admission was contingent on the successful completion of the degree indicated above. I do not wish this student to register until proof of the award if the degree is available.

DGS Signature: _____

Typed signature is acceptable if this form is sent to Graduate Admissions by the program.
Forms brought to Graduate Admissions by the student must have original DGS signature.