

UNIVERSITY OF SOUTH ALABAMA OFFICE OF ADMISSIONS

TRANSCRIPT WAIVER FORM

Full-time faculty members may enroll as an undergraduate “unclassified” student or a “non-degree” graduate student. This procedure simplifies the application process for the faculty member who wishes to take courses but who does not intend to pursue a degree.

- complete the online undergraduate or graduate admissions application
- submit the \$35.00 undergraduate or \$50.00 graduate application processing fee with their online application
- submit this form to the Office of Provost and Senior Vice President for Academic Affairs for approval and then submit to Admissions the form to Admissions for undergraduates and to the department that they wish to enroll in by the published deadlines

If the faculty member decides to change from undergraduate “unclassified” seeking to degree seeking they must complete the undergraduate online application, request official transcripts from all institutions attended be mailed to the Office of Admissions. In some cases, other official documents (e.g. test scores) may be required.

Faculty members who wish to transition from a “non-degree” graduate student to degree seeking must complete the online graduate application, submit transcripts from all institutions with the application and submit any other documents requested on the online application. Graduate students should not submit any documents directly to the Office of Admissions or the department.

Name of Faculty

Date

J Number

I certify that the person named above is a full-time member of the faculty of the University of South Alabama.

Office of Provost & Sr Vice President for Academic Affairs

Date