

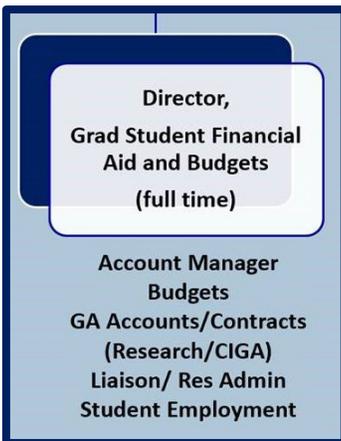
## Form Workflow, At-a-Glance

- Please work directly with the appropriate Graduate School staff member by content area, shown below
- Copying all Graduate School staff and/or sending to the [gradsch@uakron.edu](mailto:gradsch@uakron.edu) email will only delay our ability to address the matter/paperwork
- The [gradsch@uakron.edu](mailto:gradsch@uakron.edu) email is for external queries and submission of admission materials



### Heather Blake

- Cross-Registration
- Transient Registration (outbound, ie, UA students participating)
- Doctoral Dissertation Committee
- Grade Change Request
- Request for Academic Leave (send to Marnie Saunders)
- Request for Transfer of Credit
- Request for Time Extension for Completion of Graduate Degree
- Add/Drop Forms
- Graduate Faculty Applications (send Ad hocs to Marnie Saunders)



### Vivian Campbell

- Assistantship Contracts
- Tuition Cost Share Request
- I-9 Form
- Graduate Student Employment Verification (w/Career Services)
- Graduate Assistant Full-Time Enrollment Exception Request
- Request to be Considered Full-Time with Less than 9 Credit Hours
- Change PAF
- Termination PAF



### Deborah Phillipp

- Request to Defer Admission
- Change of Admission Status / Program
- Certificate Enrollment Form
- Transient Registration (inbound, ie, other universities' students)
- Matriculation
- Doctoral / Thesis Defense Report
- Delay of Publication
- Late Graduation Request
- Undergraduate to Enroll in Graduate Course
- Graduate School Withdrawal Form