

PROCEDURES FOR SPECIAL STANDING APPLICANTS

NOTICE TO EMORY EMPLOYEES: This Special Standing application is for admission only. Please contact Human Resources for courtesy scholarship information and eligibility requirements.

Special Standing is for students who do not wish to obtain a degree. Students are responsible for making sure their registration is completed correctly. The Graduate School will not notify students about the completeness of their application. Applicants may contact graduate admissions to inquire about the status of their application (404-727-0184).

This form is for first-time Special Standing applicants only. Continuing students who do not register for fall semester or spring semester must complete an Application for Readmission. Contact Tamika Hairston (404-727-6033 or tamika.hairston@emory.edu), or Queen Watson (404-727-6170 or gradqew@emory.edu) for information on readmission.

1. The Graduate School must receive the complete and signed application, official final transcript (conferring at least a B.A. degree), and a non-refundable application fee of \$50 (check or money order made payable to Emory University) by the application deadline indicated below. **INTERNATIONAL STUDENTS** must provide proper visa/registration documentation with the application and proof of health insurance. **Failure to do so will prevent completion of the application process.** Approved applicants will receive an acceptance letter that details registration procedures. Registration is mandatory for access to campus facilities such as libraries, computing centers, and the PE Center.
2. Special Standing applicants must obtain the instructor's permission for each course in which they plan to enroll. Instructors can also email permission to Belinda Grant at phobg@emory.edu. Applicants should be prepared to supply a copy of the transcript for review by instructor. **Please note that admission in Special Standing does not guarantee enrollment.** Actual enrollment in a specific course is contingent upon available space; degree-seeking students are given preference.
3. Mail or bring completed application, \$50 fee and official final transcript (in sealed envelope) to the following address:
(*Transcripts not needed for graduates of Emory.*)

**Emory University
Laney Graduate School
209 Administration Bldg.
201 Dowman Drive
Atlanta, GA 30322**

Important dates for Special Standing Applicants are below:

SEMESTER	DEADLINE	REGISTRATION	TUITION*
Fall 2009	August 17	August 27	\$1367 per credit hr
Spring 2010	January 4	January 13	\$1367 per credit hr
Summer 2010	May 7	May 17	\$1025 per credit hr
Fall 2010	August 16	August 26	TBA

* **Plus any applicable fees.** Please note that the University does not offer Financial Aid to Students in Special Standing.

*** **Special Note:** NO changes to student schedules will be made after the Registrar's Date of Record for that semester. Changes include, but are not limited to, add/drop, grading basis changes.

By applying to Emory University, you agree that as an enrolled student, you will abide by all rules, regulations, practices and policies of Emory University as they may apply at the time of your admission or as they are modified during your continuance as a student. You also agree to pay any fines of assessments made against you for violations of campus traffic or safety rules, including parking, and for such charges to be added to your tuition and rent statements for Emory University. Admission in Special Standing does not guarantee enrollment. Enrollment depends upon a department's prior satisfaction of degree seeking students' needs. Students cannot apply credit in Special Standing toward a degree at Emory University without approval of the department and the Dean of the Graduate School.