

Graduate Request for Re-Entrance

How to use this form in an all-digital workflow

This form allows digital signatures and submission via email. To use the interactive features,

- Save this form to your device and open it in Acrobat Reader, rather than trying to complete it within your browser. Not all web browser PDF extensions enable interactive features.
- If the form requires signatures from more than one individual, please attach the form to an email to the first signer, and ask them to sign and forward it to the next signer.
- The last signer may send it back to you to submit, or they may use the “submit” button below.

The submit button generates an email to the staff member who processes your information, with your form attached. This workflow helps ensure that the Graduate School will receive just one completed form, signed by all.

SUBMIT

Form and form instructions begin on following page

The following information is important for former students wishing to re-enroll. Take time to read carefully. All sections of the application must be filled out completely. If a section is not complete, the application will be returned to you. This will delay the processing of the application.

Policy: Former graduate students who have not maintained continuous enrollment (summers excluded), but who are academically eligible to continue in the degree programs in which they were most recently enrolled, may be permitted to return into the degree program and major they were in when they last attended Clemson University Graduate School. No fee is required for re-entrance into the Graduate School. For more details, see the [Graduate School Policies & Procedures Handbook](#).

Re-Entrance Information

NONDEGREE: Re-entrance as a nondegree-seeking student is restricted to those who have previously submitted a nondegree graduate application and have enrolled as a nondegree student. It is intended for those who may benefit professionally from additional study at the graduate level. A re-entrance form is required if the student has not maintained continuous enrollment (summers excluded) after the initial nondegree application has been submitted and coursework taken. Nondegree students may not be candidates for advanced degrees and may not receive financial assistance. Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate credit (non-degree and/or transfer) may be applied toward the degree. This classification is not open to international students.

Students who were not enrolled as a nondegree-seeking student within the past six years are considered new applicants and must submit a new application, application fee, and all supporting materials to the [Office of Graduate Admissions](#), E-209 Martin Hall.

DEGREE-SEEKING: Former graduate students who have not maintained continuous enrollment (summers excluded), but who are eligible to continue in the degree programs in which they were most recently enrolled, may be permitted to return.

A student in good academic standing (who has a minimum 3.0 GPA and who has successfully met other program or Graduate School requirements) who must interrupt a graduate program may [request a leave of absence](#) from graduate study. A leave of absence may be granted for up to 12 months, with a possible renewal of up to one additional 12-month period.

Students who were not enrolled within the past six years are considered new applicants and must submit a new application, application fee, and all supporting materials via <https://www.applyweb.com/clemsong/index.ftl> to the Office of Graduate Admissions, E-209 Martin Hall.

Students who have earned a graduate degree from Clemson and wish to pursue another graduate degree must apply through the [Office of Graduate Admissions](#), E-209 Martin Hall.

Former graduate students who wish to return to pursue an undergraduate degree should contact the [Registrar's Office](#), 102 Sikes Hall, for procedures.

TRANSCRIPTS

If you have attended another school since leaving Clemson and wish to transfer the credit hours, you should request a complete, official transcript be sent to the [Office of Enrolled Student Services](#), 104D Sikes Hall.

LEGAL RESIDENCE

If the status of an applicant is such that South Carolina residence and domicile are not clearly apparent, a residence claim will require substantiation. Residency laws and forms are available at <https://www.clemson.edu/financial-aid/residency/> or by contacting the [Office of Student Financial Aid](#), G-01 Sikes Hall, 864-656-2282. The application must be received two weeks prior to the term in which you plan to re-enroll.

NAME CHANGE

If your name has changed since you last attended Clemson, you must provide a copy of your marriage license, divorce papers, or name-change court order before your application can be processed or your name changed on your records. You may access name change information at <https://www.clemson.edu/registrar/student-menu/student-records/name-changes.html>.

ADVANCE REGISTRATION AND PAYMENT

Once students are accepted for the fall, spring, or summer term, they are encouraged to enroll in courses and pay fees well in advance of the beginning of classes.

DEPARTMENT AND GRADUATE SCHOOL SIGNATURE

This form must be approved by the graduate program coordinator or the department chair and the Graduate School dean and recorded in the [Office of Enrolled Student Services](#), 104D Sikes Hall, before you may enroll in graduate courses.

