



# University of Lynchburg

## REQUEST FOR PERMISSION TO GRADUATE OUT-OF-RESIDENCE

**Important - Please Note:**

University of Lynchburg regulations specify that “all degree candidates must earn at least 48 semester hours of credit and must spend their senior year as regular students at University of Lynchburg, except those students who complete their fourth year of the degree program in professional schools or who for special reasons are excused from the requirement by the Associate Provost of Dean of General Studies.”

**You are also reminded that there is a \$100 out-of-residence graduation fee.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name of College/University where you intend to take your remaining courses:  
\_\_\_\_\_

Remaining courses required for graduation (Complete the **Request for Permission for Out-of-Residence Studies** form for courses to be taken):

A. Total hours to be taken: \_\_\_\_\_

B. General Education Courses:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Major or Minor Courses:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the special circumstances that would justify you being given permission to graduate out-of-residence?  
\_\_\_\_\_  
\_\_\_\_\_

**Return To:**

University of Lynchburg  
Office of the Associate Provost and Dean of General Studies  
1501 Lakeside Drive Lynchburg, VA 24501  
FAX: (434) 544-8220

Approved                       Disapproved

\_\_\_\_\_  
Associate Provost and Dean of General Studies

cc:     Dean of Students  
       Business Office  
       Office of the Registrar  
       Advisor  
       Academic Advising  
       Student file