



VCU

Graduate School

Electronic Special Action Form (eSAF) Instructions

What actions are covered by the eSAF?

Program/Degree Changes

1. Change provisional admit [AP] status granted for academic reasons to full admit [AF]
2. Change concentration/Drop concentration
3. Add a second concentration
4. Admission to graduate programs that are restricted to direct student application online.
5. Add second degree
6. Request approval for dual enrollment

Attendance

1. Leave of Absence
2. Early return from leave of absence
3. Extension of time limit for degree

Transfer Credit

1. Transfer of course work from outside institutions, including course work taken under
2. auspices of study abroad program at VCU
3. Re-pointing of VCU course(s)

Graduation

1. Waiver of registration at VCU in semester of graduation
2. Add text comment to transcript

Enrollment

1. Withdrawal from program (*good academic standing required*)
2. Dismissal by program for cause
3. Reinstate to a program after successful appeal of dismissal

Registration

1. Registration of undergraduate student in 600 level or above course(s)
2. Course overload
3. Add course(s) after add/drop deadline
4. Drop course(s) after add/drop deadline
5. Withdrawal from course(s) after withdrawal deadline

Grading

1. Late grading
2. Incomplete Extension Request

Instructions for opening and saving the eSAF:

***Download/SAVE the eSAF to your computer (Desktop or Downloads folder). Do not open from website. ***

Adobe Reader users: This form functions in a fillable only format using Reader. A user can fill in the options on the form and either print a paper copy or "Print to PDF". You cannot save the data in the form and keep the fillable functionality to pass on to others for editing. Open form in Reader. Complete the form. Change your Printer to "Adobe PDF" and print the form. A dialog box will open for you to save the completed form to your desktop. Then attach to an email and send. You can also use this button to print a paper copy for your files. Completed document with signatures should be sent to Dawn Crichlow in the Graduate School.

Adobe Acrobat users: This form remains fillable by others who use Acrobat. Open form in Acrobat. Complete the form and add your e-id to the signature line. (Note: Your typed e-id and emailed e-SAF will serve as Graduate Program Director/Designee electronic signature.) Save the form with a file name specific to the student (Ex: eSAF John Doe-V#). The form can now be emailed to others (School Dean) for edits and final signatures.

The PDF should be fully downloaded prior to opening. All final PDF files with approval signatures should be sent to Dawn Crichlow in the Graduate School.