

**Tennessee State University
Office of Student Financial Aid
Special Graduate Students**

TO: Program or Department Chairperson

FROM: Office of Student Financial Aid

RE: Student Name _____ SSN _____

Program of Study _____

The student listed above has been classified as a Special Graduate (SPG) which means that they have not been admitted to a degree seeking program unless they meet one of the following exceptions. Because of this, they are not eligible to receive Federal Student Financial Aid. There are three exceptions to this Federal Regulations:

1. Courses that are needed for teacher certification.

Teacher Certification Requirements:

- Must submit a list of **all** courses required for the certification
- **Appropriate signature must be obtained from the office of Teacher Education**

2. Courses that are considered by the academic program to be prerequisites prior to admission to a degree seeking program.

Prerequisites for Graduate Degree Program:

- Must submit a list of **all** courses required for admission into a graduate level program
- **Appropriate signature must be obtained from the Department Chair advising student seeking to enter the Graduate program.**

3. Courses that are needed to complete a certificate program.

- Must submit a list of **all** courses required for the certificate program
- **Appropriate signature must be obtained from the Department Chair Advising students seeking Certificates.**

DEPARTMENT HEAD SIGNATURE

DATE

Signature verifies this student is enrolled in the courses indicated for the purpose of admission to the graduate program or teacher certification or certificate program.

STUDENT SIGNATURE

DATE

**As a student by signing this form you verify that you are enrolled in the courses indicated for the purpose of admission to a graduate program or teacher certification or certificate program.
Return to Office of Student Financial Aid 3500 John A. Merritt Blvd Nashville, TN 37209**