
Registrar Forms FAQs

1. How do I request a grade of Incomplete?

You can obtain the Request for Incomplete Contract form by sending an email to registrar@sofia.edu. This form is to be completed by you and your professor. Please communicate with your professor about your intent to request an incomplete grade prior to the last class meeting or the official last date of the quarter. Once the form is completed, your professor will email it to registrar@sofia.edu.

2. What do I do after I complete my coursework for a course in which I took a grade of Incomplete?

There is nothing else for you to do. When your professor is ready to change your grade, a Change of Grade form will be completed by your professor and sent to the registrar.

3. How do I appeal my instructor's decision on my final grade?

You can obtain the Grade Appeal form by sending an email to registrar@sofia.edu. This form must be completed and received by your program chair within 6 weeks of the end of the course.

4. How do I request a leave of absence?

You can obtain the Leave of Absence form by sending an email to registrar@sofia.edu. Once you complete your portion of it, please return it to registrar@sofia.edu.

5. How do I request withdrawal from a course?

You can obtain the Withdrawal Request form by sending an email to registrar@sofia.edu. Once you complete your portion of it, please return it to registrar@sofia.edu.

6. How do I withdraw from the university?

You can obtain the Withdrawal Request form by sending an email to registrar@sofia.edu. Once you complete your portion of it, please return it to registrar@sofia.edu.

7. How do I give my consent to Sofia University to share details of my student records with third parties?

You can obtain the Release Authorization form by sending an email to registrar@sofia.edu. Once you complete it, please return it to registrar@sofia.edu.

8. If I am interested in taking a course as an independent study, how do I go about that?

You can obtain the Independent Study form by sending an email to registrar@sofia.edu. Once you complete your portion, please send it to your professor to complete the rest. After program chair approval, your instructor will send the form to registrar@sofia.edu.

9. How do I transfer programs?

You can obtain the Program Transfer form by sending an email to registrar@sofia.edu. The second page of this form serves the purpose of transferring any applicable courses you have taken from a previous institution into the new program, but this portion should be completed by the new program chair. Once

you complete your portion, please send it to your current program chair and new program chair. Your new program chair will send this to registrar@sofia.edu.

10. How do I apply for graduation?

The Office of the Registrar sends students an email with a link [2023-2024 Graduation Application \(office.com\)](#) to the graduation application form. Applying for graduation is associated with a graduation fee of \$175, which can be completed after the form is submitted. This link is sent to students within their last quarter. You can also request it by sending an email to registrar@sofia.edu.

11. How do I request a duplicate diploma?

You can obtain the Application for Duplicate Diploma form by sending an email to registrar@sofia.edu. The fee is \$50.

12. What form/s must I complete if I am applying for VA benefits?

There is a form called Students Responsibilities to VA. You can request it from registrar@sofia.edu. Please return the completed form to registrar@sofia.edu.

13. What if I am unable to take an internship which is an integrated learning requirement in my degree program?

You can obtain the Internship Waiver form by sending an email to registrar@sofia.edu. If you are a F-1 visa student, you can also obtain the form from DSO@sofia.edu.