

Academic Year 20\_\_\_\_ / 20\_\_\_\_

Term you will start CE:  Fall  Winter  Spring  Summer

## UNIVERSITY OF DENVER—CONTINUOUS ENROLLMENT (CE) APPROVAL FORM

This form is to be completed and submitted by eligible graduate students of the University of Denver prior to the beginning of Fall quarter each academic year. Continuous Enrollment allows students to maintain active student status at the University and is designed primarily for students who are working on a dissertation, thesis or required internship.

PLEASE SEE PAGE 2 FOR CONTINUOUS ENROLLMENT POLICY\* AND PROCEDURES, INCLUDING IMPORTANT INFORMATION REGARDING FINANCIAL AID ELIGIBILITY

Student ID# \_\_\_\_\_ Degree \_\_\_\_\_ Department/School \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

**Please verify your mailing address** at <http://webcentral.du.edu>. Your current address information may be changed by clicking on the "MyWeb" tab and selecting "Personal Information."

### Student Certification

I certify that I have read and understand the CE policy. I am a graduate student at the University of Denver and have completed **all** course work required by my degree program. **I am within the maximum time limit established by the University for the degree I am pursuing or I have obtained an official time extension\*\*.** I am in good standing and I am currently working on a thesis, dissertation, and/or internship. I understand that after submitting this form to the appropriate unit, I must complete the enrollment process by registering for Continuous Enrollment through myWeb or the Registrar's Office.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Advisor Certification

As the advisor of the student above, I certify that to the best of my knowledge the above student certification statement is true and that he or she is making satisfactory progress towards the completion of the thesis, dissertation, or required internship.

Graduate Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's signature required for Graduate School of Social Work, Graduate School of International Studies, and College of Education.

Vice Provost's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Provost's signature required for Arts, Humanities, and Social Sciences, Natural Science and Mathematics, School of Engineering and Computer Science, Professional Psychology, College of Education, and Conflict Resolution Institute students. (Vice Provost's signature may be obtained at the Office of Graduate Studies, **University Hall, room 216.**)

\*For complete policy, go to <http://www.du.edu/grad> under "Current Students"

\*\*Time limit for the completion of the Master's degree is 5 years, with the exception of the MSW (4 years). Time limit for the completion of the Doctorate for students who matriculated with a Master's Degree is 7 years, or 8 years for students not holding a Master's degree upon matriculation. The Financial Aid eligibility limit for the Master's degree is 7 years (MSW 6 years). The eligibility limit for the EdS degree is 8 years, and the limit for the doctoral degree is 10 years.

### Student Services Use Only:

Permit Entered for CENR \_\_\_\_\_ (course number) Extension approved until \_\_\_\_\_ (quarter and year)

Financial Aid Eligibility Time Limit \_\_\_\_\_ (quarter and year)

## CONTINUOUS ENROLLMENT (CE)–PROCEDURES

### CONTINUOUS ENROLLMENT APPROVAL- must be completed ANNUALLY

- Fill out the Continuous Enrollment Approval form prior to the beginning of Fall quarter each year.
- Obtain appropriate signatures from Graduate Advisor and Dean and/or Vice Provost.
  - The Dean's signature is required for the Graduate School of Social Work, Graduate School of International Studies and College of Education.
  - The Vice Provost for Graduate Studies' signature is required for Arts, Humanities, and Social Sciences, Natural Science and Mathematics, School of Engineering and Computer Science, Professional Psychology, and College of Education students.
- Students requiring the Vice Provost's signature should submit forms to Graduate Studies, Admission and Records, University Hall, room 216. (College of Education students need both the Dean's and Vice Provost's approval)
- Upon submission and approval of the CE form, permission is granted for Continuous Enrollment registration.
- Permission to enroll for Continuous Enrollment is granted for one academic year beginning in the Fall quarter. Students requiring Continuous Enrollment after Fall quarter registration must complete and submit a new form prior to the beginning of the Fall quarter of the subsequent academic year. Continuous Enrollment permission is granted for **one** (1) full academic year. For example, students who become eligible for CE in:
  - **Fall** quarter: permission is granted for the full academic year.
  - **Winter, Spring, or Summer** quarters: permission is granted for the remaining academic year. Student must submit a new CE form for the Fall quarter.

### REGISTRATION- must be completed QUARTERLY

- Students are responsible to register for Continuous Enrollment **each quarter**, and for payment of the \$50.00 registration fee and the associated technology fee, \$4 per credit hour.
- Master's level students (and EdS students in the College of Education) should enroll in CENR 4600. Students who have an approved time extension, but have exceeded their Financial Aid eligibility limit (see policy) should enroll in CENR 4700.
- Doctoral level students should enroll in CENR 5600. Students who have an approved time extension, but have exceeded their Financial Aid eligibility limit (see policy) should enroll in CENR 5700.
- Students register online on <http://webcentral.du.edu>.
- Registration must occur within the appropriate registration and drop/add periods for the quarter to avoid late fees.
- Students who do not register prior to the first day of classes in a term will be subject to late registration fees as determined by the Registrar.
- To be eligible for Financial Aid, students must be registered by the end of the 100% refund period. Hours added after that time will not count towards Financial Aid eligibility.
- Students who are not continuously enrolled must apply for readmission and will owe Continuous Enrollment and technology fees for the terms he or she was not enrolled. In addition, a late fee may be assessed at the time of readmission. Paying fees for previous terms will not make the student eligible for retroactive enrollment or retroactive loan deferment.
- *The four-quarter time period allowed under the previous Continuous Enrollment policy will be honored for all students who have enrolled for Continuous Enrollment prior to Winter quarter 2005. Once the in-progress Continuous Enrollment time period expires, students will be required to register each quarter as specified in the new policy.*

### FINANCIAL AID ELIGIBILITY

- United States citizens and permanent residents participating in Continuous Enrollment are eligible for student loans and loan repayment deferment while they are within the financial aid eligibility limits (7 years for Master's, 6 years for MSW, 8 years for EdS, and 10 years for Doctoral). The eligibility for loans and loan repayment deferment does not continue when the student exceeds the eligibility limit for degree. However, there are alternatives to the "in school" loan repayment deferment that may be applicable during an extension of time to complete a degree. To find out more information about these forbearance or economic hardship deferments, please contact the Office of Financial Aid or your lender.
- Students must follow the loan procedures established by the Office of Financial Aid. Registration in Continuous Enrollment does not guarantee eligibility for financial aid. Satisfactory progress towards the degree must be verified.
- Student loans will be automatically set up for the traditional academic year. Those students planning to enroll for Summer term should complete a loan change form (<http://www.du.edu/finaid/loanchange.htm>) to have their loans adjusted to include Summer term.
- Students registered in Continuous Enrollment are not eligible for waivers, scholarships, or other forms of financial aid, including work-study, which require the student to be enrolled on a full-time basis (eight credit hours or more).

### CONTINUOUS ENROLLMENT UNIVERSITY RESOURCES

- Continuous Enrollment registration entitles graduate students to library, e-mail, computer lab privileges, and reduced rates at the Coors Fitness Center. Registration also creates eligibility for enrollment in DU's Health Insurance plan.
- In order to purchase health insurance, take a signed copy of this form to the Student Health and Counseling Center (Ritchie Center-3<sup>rd</sup> floor North) or call the Insurance Coordinator at 303.871.4136 after registration.

### INTERNATIONAL STUDENTS

- International students must be continuously enrolled and purchase health insurance to maintain their student status at DU. International students must register **for three consecutive quarters each academic year** to maintain full time student status with the university. International students should consult with International Student and Scholar Services regarding their specific case.