

## **Continuous Enrollment**

Continuous Enrollment (CE) is for students who have completed all their coursework. Continuous Enrollment is only allowed when a student is pursuing academic work/research necessary to complete a degree and is designed primarily for students who are working on a dissertation, thesis or required internship. Continuous Enrollment allows students to maintain active status with the University and to use university resources; including library, e-mail, lab access, student health insurance and reduced rates at the Coors Fitness Center. It is not to be used for enrollment purposes while making up an Incomplete grade. An exception is if all other course work is completed and the student is working on the thesis or dissertation while completing the work required for the Incomplete. It is the responsibility of the student and graduate college, school or department to make this determination prior to approving eligibility for Continuous Enrollment credit.

### **Financial Aid Loan Eligibility and Loan Deferment**

United States citizens and permanent residents participating in Continuous Enrollment may be eligible for student loans and loan repayment. Registration in Continuous Enrollment does not guarantee eligibility for financial aid. Students must follow the loan procedures established by the Office of Financial Aid and must contact Financial Aid for details on loan and loan deferment eligibility. Satisfactory progress towards the degree must be verified.

Effective Fall 2005, eligibility for loans and *in school* loan deferment ends after 7 years in a Masters (6 years for the MSW) and 8 years for the EdS (Education Specialist) program and after 10 years in a Doctoral program. Time away from the program (e.g. leave of absence, Medical Stop Out/Withdrawal, or other non-enrollment periods) will count against the loan and loan deferment eligibility time limit. There are alternatives to the *in school* loan repayment deferment that may be applicable. To find out more information about a *forbearance* or *economic hardship* deferment, please contact the Office of Financial Aid or your lender. Students are responsible for submitting lender-required loan deferment forms to the Office of the Registrar.

Students registered in Continuous Enrollment are not eligible for waivers, scholarships, or other forms of financial aid, including work-study and Doctoral Fellowship, which require the student to be enrolled on a full-time basis (eight credit hours or more). However, students on Continuous Enrollment may hold a GTA or GRA position as long as they are not required to be enrolled on a full-time basis (eight credit hours or more) according to departmental guidelines.

### **Registration**

Continuous Enrollment requires annual approval by the student's faculty advisor, the Dean, and/or the Vice Provost. Continuous Enrollment Approval Forms may be obtained from and must be returned to the Student Services office for the Division.

Approval by the Dean is required for the Divisions of the Graduate School of Social Work, the Graduate School of International Studies, and the College of Education.

Approval by the Vice Provost is required for the Divisions of Arts and Humanities & Social Sciences, Natural Science and Mathematics, School of Engineering and Computer Science, the Graduate School of Professional Psychology, the College of Education, and the Conflict Resolution Institute.

Permission to enroll for Continuous Enrollment is granted for one academic year beginning in the Fall quarter. Students requiring CE after Fall quarter registration must complete and submit the

form prior to the beginning of the subsequent quarter (Winter, Spring and Summer) in order to be enrolled in CE. In order to avoid late fees, the student must submit a new form for Fall quarter of the following academic year.

After permission to enroll is granted, students are responsible to register themselves online for Continuous Enrollment each quarter. Registration for Continuous Enrollment must follow the Registrar's deadlines. To avoid late registration charges, students must register for CE prior to the first day of classes. 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. Continuous Enrollment hours will not appear on student transcripts.

Master's level and EdS students, including those with approved time extensions for completion of their degrees and who are eligible for financial aid, should enroll in CENR 4600. Doctoral level students, including those with approved time extensions for completion of their degrees and who are eligible for financial aid, should enroll in CENR 5600. Students who have an approved time extension for completion of their degree program but who are no longer eligible for Financial Aid because they are past the 7 year (Master's level, 6 years for MSW), 8 year (EdS), or 10 year (Doctoral) aid eligibility limit should enroll in CENR 4700 (Master's level or EdS) or 5700 (Doctoral).

### **Fees and Readmission**

Students must register and pay for Continuous Enrollment on a term-by-term basis. In addition to the standard CE fee, technology fees will be assessed based on full-time status (eight quarter hours). Students who do not enroll prior to the first day of classes of a given term will be charged late registration fees as determined by the Registrar.

Beginning Winter Quarter 2005, a graduate student who is 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.

### **Continuous Enrollment: Prior Terms**

Students who are seeking readmission or graduation and who should have been on Continuous Enrollment in prior terms should complete the Continuous Enrollment Re-Admission form. These prior terms are not eligible for financial aid or loan deferment. Students should fill out the top portion of the form and submit it to the appropriate student services office. The student services office is responsible for going back to the quarters the student missed (only as far back as Winter 2005) and calculating the cost of the Continuous Enrollment charges. Once the cost has been calculated, the student should submit payment to the Bursar's office and turn in the readmission form to the Registrar's office.

### **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.

### **Notes:**

*Some units may have more stringent policies. Contact the unit for details.*

*Students in University College, the College of Law, Graduate Tax and the Daniels College of Business are not eligible for Continuous Enrollment.*

*College of Education doctoral students are required to register for dissertation hours in addition to Continuous Enrollment. Contact the unit for details.*

*GSSW students turn in the Continuous Enrollment Re-Admission form to the GSSW Registrar.*