Continuous Enrollment (CE) Approval Form

1. This form must be submitted to the Office of Graduate Studies 5 business days prior to the first day of the fall quarter or the quarter in which the student begins Continuous Enrollment.
3. Continuous Enrollment allows students to maintain active student status at the University and is designed for students who are working on a dissertation, thesis, or research paper/capstone. Students working on internships or comprehensive exams are not eligible for Continuous Enrollment. Please select your degree requirement:
   - □ Dissertation □ Thesis □ Non-thesis research paper, capstone, performance, or other creative work
4. Please indicate in which term you intend to begin Continuous Enrollment:
   - □ Fall □ Winter □ Spring □ Summer Academic Year: 20____ / 20____
5. Obtain appropriate signatures from the graduate advisor and/or dean and the Associate Provost for Graduate Studies.
6. Submit your completed CE form to the Office of Graduate Studies, Mary Reed Building, room 5.
7. Upon submission and approval of the CE form, registration permission is granted for CE. You will receive an email with your approval and you must register for CE via webCentral.
8. 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.

Name: ________________________________________ DU ID Number: __________________
Degree: __________________________ Department/School: ____________________________
Phone Number: __________________________ Preferred email address: __________________

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 coursework 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 only on a thesis, dissertation or research paper/capstone. I understand that after submitting this form to the Office of Graduate Studies, I must complete the enrollment process by registering for Continuous Enrollment through myWeb or the Registrar’s Office each quarter.

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 research paper/capstone.

Graduate Advisor’s Signature __________________________ Date: __________________________

Dean’s Signature: __________________________ Date: __________________________
Dean’s signature required for Graduate School of Social Work, Josef Korbel School of International Studies, and Morgridge College of Education.

Associate Provost’s Approval: __________________________ Date: __________________________
Associate Provost’s approval is required for all divisions, schools, and colleges. (Associate Provost’s signature may be obtained at the Office of Graduate Studies, Mary Reed Building, Room 5.)

FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY:
Permit entered: CENR __________________ Financial Aid Eligibility Time Limit: ________________
Time extension approved until __________________________

Continuous Enrollment Approval Form Updated October 2013