



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 for processing.
2. For complete policy and procedures regarding continuous enrollment, please see here: http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/enrollment-status/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 are not eligible for continuous enrollment. Please select your degree requirement: [] Dissertation [] Doctoral comprehensive exam [] 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 PioneerWeb.
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 Office of 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, research paper/capstone or doctoral comprehensive exam(s). 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 PioneerWeb or the Office of the Registrar 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, research paper/capstone or doctoral comprehensive exam(s).

Graduate Advisor's Signature _____ Date: _____

FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY:
Associate Provost's Approval: _____ Date: _____
Associate Provost's approval is required for all divisions, schools, and colleges. The Associate Provost's signature may be obtained at the Office of Graduate Studies, Mary Reed Building, Room 5.
Permit entered: CENR _____ Financial Aid Eligibility Time Limit: _____
Time extension approved through _____