

Continuous Enrollment (CE) Approval Form

- 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 complete policy and procedures regarding continuous enrollment, please see the Graduate Policy Manual: <http://www.du.edu/media/documents/graduates/gradpolmanual.pdf>.
- 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**
- Please indicate in which term you intend to begin Continuous Enrollment:
 Fall **Winter** **Spring** **Summer** **Academic Year: 20__ / 20__**
- Obtain appropriate signatures from the graduate advisor and/or dean and the Associate Provost for Graduate Studies.
- Submit your completed CE form to the Office of Graduate Studies, Mary Reed Building, room 5.
- 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.
- 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 (CE) Policies & Procedures

For complete policies and procedures, please refer to the 2012-2013 Graduate Policy Manual found at <http://www.du.edu/media/documents/graduates/gradpolmanual.pdf>.

APPROVAL: 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/or Dean and the Associate Provost. Josef Korbel School of International Studies and Morgridge College of Education students need both the Dean's and Associate Provost's approval.
- All divisions, schools, and colleges must receive approval by the Associate Provost's Office. Submit forms to the Office of Graduate Studies, Mary Reed Building, Room 5.
- Upon submission and approval of the CE form, registration permission is granted for Continuous Enrollment.
- 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.
- Students working on internship or comprehensive exams and those enrolled in a dual undergrad/grad program are **not** eligible for CE.

REGISTRATION: completed quarterly

- 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. The Continuous Enrollment Approval Form is to be completed and submitted by eligible graduate students of the University of Denver at least five business days prior to the first day of the fall quarter each academic year or the quarter in which the student wishes to begin continuous enrollment to avoid late registration 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.

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. CENR 4500, 4600, 5600 registrations will confer loan eligibility or loan deferment if the student is eligible to receive financial aid.

- **CENR 4500 (Non-Thesis, 4 credit hours):** Master's level students working on non-thesis research papers, capstones, performance, or other creative work
- **CENR 4600 (Thesis, 8 credit hours):** Master's level students working on a thesis
- **CENR 5600 (Doctoral, 8 credit hours):** Doctoral level students working on a dissertation

Students with an approved time extension for completion of their degree program, but who are no longer eligible for Financial Aid because they are past the aid eligibility time limit (7 years Master's level, 6 years for MSW, or 10 years Doctoral) register for:

- **CENR 4700 (Master's Level, Non Financial Aid Eligible, 0 credit hours)**
- **CENR 5700 (Doctoral Level, Non Financial Aid Eligible, 0 credit hours)**
CENR 4700/5700 registrations do not confer loan eligibility or loan deferment.



FINANCIAL AID ELIGIBILITY

- United States citizens and permanent residents participating in CE may be eligible for student loans and loan deferment as long as they are within the maximum time frame allotted for their program. Students enrolled in CE are eligible for Federal Direct Loans and Federal Work-Study only. The maximum work-study award may be awarded in the amount of \$1500, without the option to increase the award.
- Students registered in CE are not eligible for waivers, scholarships, or some forms of financial aid that requires the student to be enrolled on a full-time basis (eight credit hours or more). These include the Graduate Studies Doctoral Fellowship and the Graduate Studies Doctoral Fellowship for Inclusive Engagement. Students are also not eligible for Perkins Loans, which require the student to be enrolled on a half-time basis (four credit hours or more). However, students on CE may receive a GTA or GRA, 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 in CE does not guarantee eligibility for financial aid. Students must follow the loan procedures established by the Office of Financial Aid, and must contact the Office of Financial Aid for details on eligibility for loans and loan deferment. Satisfactory progress towards the degree must be verified. Eligibility for loans and in school loan deferment ends after seven years in a master's program (six years for the MSW), and after ten years in a doctoral program. Time away from the program (e.g. Leave of Absence, Medical Leave of Absence, 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.

HEALTH INSURANCE AND CONTINUOUS ENROLLMENT

- Students who are on CE are not automatically assessed the Student Health Insurance Plan (SHIP) or health and counseling fee each quarter. In order to be assessed the SHIP and health and counseling fee and receive the benefits, students must complete the health and counseling fee and SHIP enrollment forms for CE for all applicable quarters.

INTERNATIONAL STUDENTS

- Federal immigration regulations require F-1 and J-1 students to enroll full-time for at least three quarters (or fall and spring semesters for law students) each academic year in order to maintain their immigration status. Exceptions to this requirement may only be authorized by an international student advisor or the program sponsor under very limited criteria.
- Federal immigration regulations permit the host institution to define full-time enrollment for F-1 and J-1 students studying at the graduate level. The University defines full-time enrollment for graduate students as eight or more credit hours. To comply with the full-time enrollment requirement, F-1 and J-1 students must enroll in continuous enrollment after all coursework is completed or during the final quarter of coursework, if registered for less than eight credits, while working on the thesis or dissertation.
- International students must also maintain acceptable levels of health insurance coverage during their academic program, as required of all students by the University. In addition, the U.S. Department of State requires J-1 students to maintain health insurance coverage throughout their exchange program in order to maintain their J-1 immigration status.
- F-1 and J-1 students must receive authorization from an international student advisor or their program sponsor prior to dropping below full-time status in an academic quarter when enrollment is required. Failure to receive prior authorization to drop below full-time status is a violation of the student's immigration status and will result in the loss of the student's authorization to lawfully study in the United States.
- F-1 and J-1 students should enroll in continuous enrollment (CENR 4600 or 5600) in order to comply with the full-time enrollment requirement while working on the thesis or dissertation, even if they have reached the maximum limits for their degree programs. Registration in continuous enrollment courses does not confer loan eligibility or loan deferment benefits on a student.