

**GS700 EXTENDED EDUCATION
Enrollment Request***(Please Print or Type)*Name: _____ Campus Wide ID No. _____
Address: _____ Enrolled Previous Semester: Yes No
City/ZIP: _____ Expected Graduation Date: _____
Phone: _____ Degree Objective: (MS, MBA, ETC.) _____
E-mail Address: _____ Major: _____

I understand that registration in GS700 through Extended Education will meet university requirements for maintaining continuous enrollment without access to any student or instructional services other than library and minimal advisory assistance for the coming semester only and that the enrollment request must be renewed each semester. **I also have read the policy statement and eligibility qualifications on the back of this form.**

Student Signature _____ Date _____

Are you an international student with F-1 or J-1 status? No Yes. If yes, an adviser in the Office of International Education & Exchange must sign in the space below after your graduate program adviser signs off.

ALL boxes must be marked by the department's Graduate Program Adviser—either with a checkmark if completed, or “N/A” to indicate qualification does not apply, e.g. if student has no outdated courses. This certifies all qualifications for enrollment have been met. **Incomplete forms will be returned to the student.**

- Applied for graduation.
- Filed a request for change of graduation date if applied to graduate in an earlier semester.
- Granted classified standing.
- Enrolled in all units required for the degree and continuing work on thesis, project or comprehensive exam preparation.
- Completed the Graduate Writing Requirement.
- Previously enrolled in 596 or 597 Project or 598 Thesis as applicable.
- Not employed in a work-study program.
- Not receiving financial aid or veteran's benefits.
- Coursework completed within the 5-year time limit or extension approved.
- Outdated coursework beyond 7 years validated.
- Enrolled previous semester (includes GS700 Extended Ed enrollment).
- In good academic standing, i.e. **not on probation.**

Signed _____ Date _____

Graduate Program Adviser

International Students: Signed _____ Date _____

Adviser, International Education & Exchange**RETURN TO THE GRADUATE STUDIES OFFICE, MCCARTHY HALL, ROOM 103**

CONTINUOUS ENROLLMENT POLICY & PROCEDURES

General Policy Statement

In order to maintain quality and provide adequate supervision, graduate students are expected to maintain continuous enrollment until award of the degree. Maintaining continuous enrollment assures the student's right to complete the study plan as previously approved, according to the "Election of Curriculum Requirements" provision of Title 5. A student who does not need to enroll in any other coursework must register for Graduate Studies 700 which carries no credit and does not require attendance.

GS700 Enrollments

Students who have completed all coursework on the study plan and are continuing to work on thesis, project or comprehensive exam preparation have two options for registration:

1. GS700 through regular registration. Students pay full fees and receive full student benefits (health center, study activities, etc.).
2. GS700 through Extended Education. Students pay a reduced fee and receive no university benefits other than library privileges. Permission to enroll through Extended Education is monitored through the Graduate Studies office using a request form signed by the department's Graduate Program Adviser and, for international students, an adviser in the International Education and Exchange office. No student will be permitted to enroll in GS700 through Extended Education without this form. Registration materials will be released through the Graduate Studies office. Graduate program advisers will be sent a list of students enrolled in this special GS700.

Qualifications for Enrollment in GS700 Extended Education

*(These qualifications should be verified by the Department's Graduate Program Adviser on the front side of this form. The student is **NOT** to fill in the boxes.)*

1. Applied for graduation.
2. Filed a request for change of graduation date if applied to graduate in an earlier semester.
3. Granted classified standing.
4. Enrolled in all units required for the degree and continuing work on thesis, project or comprehensive exam preparation.
5. Completed the Graduate Writing Requirement.
6. Previously enrolled in 596 or 597 Project or 598 Thesis as applicable.
7. Not employed in a work-study program.
8. Not receiving financial aid or veteran's benefits.
9. Coursework completed within the 5-year time limit, or extension approved.
10. Outdated coursework beyond 7 years validated.
11. Enrolled previous semester (includes GS700 Extended Education enrollment).
12. In good academic standing, i.e. **not on probation**.

Waiver of Continuous Enrollment Policy*

Under certain circumstances, the requirement for continuous enrollment may be waived for one semester based upon the written recommendation of the Graduate Program Adviser. Such memos should be directed to the Director of Graduate Studies. To qualify for a waiver, the student must have been enrolled the previous semester and have completed all requirements for the degree prior to the first day of classes. This includes thesis deposited in the bookstore, grades submitted, comp exam completed, incompletes removed, outdated courses validated, and completion of any other departmental requirements for graduation. No waivers will be granted until completion of requirements can be verified. When a student is granted a waiver of continuous enrollment, the student's name no longer appears on any campus enrollment report.

**Does not apply to international students.*

Revised 1/5/2006