



MA Continuing Enrollment Request Form

STUDENT NAME: \_\_\_\_\_ AUID: \_\_\_\_\_

American University's Graduate Academic Regulations require that graduate students maintain continuous enrollment by registering at least one credit every fall and spring semester until all degree requirements are complete. SIS allows graduate students to extend their academic programs for two additional semesters to finish outstanding Capstone research projects or other program requirements. For students extending work on research projects, courses or for-credit internships from previous semesters, faculty approval is required.

For more information on the University's Continuous Enrollment Policy:

<http://www.american.edu/provost/registrar/registration/matriculation.cfm>

<http://www.american.edu/provost/grad/grad-rules-and-regulations.cfm#4.1.4>

I plan to register for the following in order to maintain continuous enrollment for \_\_\_\_\_(semester/year):

- SISG-777 Master's Continuing Enrollment (See registration form on reverse)
- SIS-099 Maintain Matriculation
- 1 Skills Institute
- Other: \_\_\_\_\_

Remaining degree requirements:

Plan/timeline to complete the above by the end of the extension semester:

Note: Students requesting a second semester of continuing enrollment must also attach a detailed assessment of the completed work to date and description of work to be completed on any in progress or incomplete requirements.

SIGNATURES:

Student: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

Faculty advisor (please print): \_\_\_\_\_ Faculty signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

(Faculty can also confirm approval via email to SIS Graduate Advising)

SIS Graduate Advising Office Use Only

\_\_\_ Approved \_\_\_ Not Approved    Comments:

Advisor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_



## Graduate Continuing Enrollment Course Registration

Please fill in the information below for enrollment in the appropriate continuing enrollment course including name of faculty for grading.

- XXX-899 Doctoral Dissertation** may be taken by doctoral students who are advanced to candidacy with the approval of the faculty supervising the dissertation (or designee). It is a 9 credit course, but tuition is assessed at the 1 credit rate. The course is graded SP/UP and students will be deemed full-time. The Office of the Registrar must be notified when a student has advanced to candidacy.
- XXX-898 Doctoral Continuing Enrollment** may be taken by doctoral students completing coursework, exams or proposals in preparation for advancement to candidacy. It is a 1-9 credit course that can be repeated once and may be taken with or without regular coursework. Tuition is assessed at the 1 credit rate. The course is graded SP/UP and students must have the approval of their Program Director. Academic load will be determined by total enrolled credits for the semester. This course may not be used to establish full-time status for merit aid except for students with a ½ time appointment who have an approved plan to distribute a total of 18 credits over one calendar year (6 credits during Fall, Spring and Summer semesters).
- XXXG-777 Master's Continuing Enrollment** is available for master's students completing their programs to enable them to finish their capstone and thesis research, writing, exams or other requirements of their master's program. 777 may be taken with or without regular coursework and will have zero (0) charge for tuition and fees. It is a 1-9 credit course and may be taken only once (without exception). The course is graded SP/UP. Academic load will be determined by the total enrolled credits for the semester. This course may not be used to establish full-time status for merit aid.

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Last Name		First Name		Middle Name	AU ID
College/School	Major		Visa Status	AU Email	

Course # / Section	Course Title	Credit Hours	Department waiver and/or Authorization

Student Signature		Date
Instructor Name	Instructor Signature	Date
Academic Unit Designee		Date

Signed form must be submitted to Office of the University Registrar via email at [record\\_services@american.edu](mailto:record_services@american.edu).