



Continuous Enrollment Exception Request

A graduate student must be registered for a minimum of one credit hour in each session during which they are (a) completing coursework, (b) taking examinations, (c) preparing their thesis or dissertation, or (d) completing other projects such as a capstone or a portfolio project. This form is to be used for a request to take a break from continuous enrollment. This will not stop the time-to-degree clock. A student not yet admitted to candidacy who has not enrolled for three consecutive semesters and who has not been granted an extension or a leave of absence will be placed in inactive status.

Student name:

Student ID:

Patriot email address:

Admit Term/Year:

College/School:

Department/Program:

Master's student

Doctoral student – Pre-candidacy

Doctoral student – in candidacy

Are you a graduate student who has completed all other degree requirements but has remaining IP grades and is petitioning to enroll in a 1-credit hour independent study course for the purpose of maintaining enrollment during degree completion? Yes No

If yes, skip the questions below and proceed to sign the form and submit for signatures.

For which semester are you requesting an exception to the continuous enrollment policy?

Please indicate the reason for requesting this break from continuous enrollment. Be as specific as possible. Supporting documentation may be attached.

Student signature:

Date:

International students must consult with the Office of International Programs prior to requesting a break from continuous enrollment in their graduate program to ensure they maintain legal status in the country.

Program Coordinator name:

Program Coordinator signature:

Date:

Comments:

Department Chair name:

Department Chair signature:

Date:

Comments:

Thesis/Dissertation advisor name:

Not applicable

Thesis/Dissertation advisor signature:

Date:

Comments:

Graduate School Dean name:

Graduate School Dean Signature:

Date:

Comments: