

# Continued Enrollment Instructions

## Purpose

In a few cases, a PhD student who has completed a thesis defense needs an extra term of enrollment to make thesis revisions and/or complete outstanding academic requirements.

## Requirements

A graduate student who defended in the prior term may be eligible for continued enrollment if the following criteria are met:

- \* The student will perform only academic activities related to degree completion
- \* The student will enroll for research units only

These criteria must be confirmed by the Thesis Advisor and Option Representative.

## Additional Considerations

A student can enroll for only one extra term after the thesis defense. Once the degree is conferred in June or Institute degree requirements have been met (i.e., final thesis has been submitted and all committee members have approved), continued enrollment is not permitted.

Tuition and fees will be billed unless a tuition waiver petition is also submitted and approved.

If the student is using the extra term to complete strictly academic requirements and will not be paid a stipend, a tuition waiver petition must be submitted at the same time as the continued enrollment petition.

## Questions

Please contact the [Graduate Studies Office](#).

# CALTECH GRADUATE STUDIES OFFICE

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

## Continued Enrollment

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Degree (MS, Eng, PhD):

Email:

I hereby request continued enrollment for:

Term (Please select one):

Fall

Winter

Spring

Summer

Academic Year:

Defense date:

Are you an international student?

Yes

No

Please provide a reason for the continued enrollment request, including activities to be completed.

Student Signature\_\_\_\_\_

Date:

\*\*\*\*\*

I confirm that the student named above will maintain enrollment in research units only and will not engage in any activities unrelated to degree completion.

Option Representative Signature\_\_\_\_\_

Date:

Thesis Advisor Signature\_\_\_\_\_

Date:

☐ Approved

☐ Not Approved

Dean of Graduate Studies Signature\_\_\_\_\_

Date: