



Affiliated Status Request Form

Affiliated Status

Students who are not required to be enrolled in a term but who need to retain a minimal affiliation with the University on a temporary basis may petition their dean's office for Affiliated Status. Students on Affiliated Status remain affiliated with the University but are not enrolled and do not have an active student I.D. card. They do not have access to student services, including Student Health or student health insurance. They retain their NetBadge computer system privileges. Graduate students on Affiliated Status are not eligible for graduate assistantships and do not have access to University labs or facilities. Students with outstanding federal student loans will no longer be in deferment and will begin repayment once the grace period has ended. Students should contact Student Financial Services before petitioning for Affiliated Status if they have questions related to their particular loans. Students on Affiliated Status pay an associated fee rather than tuition or comprehensive fees. Once on Affiliated Status, a student may not return to course enrollment.

➤ **Doctoral Completion (Doctoral Students Only):**

Advanced doctoral students who have fulfilled all residency and credit requirements for their degree, do not require access to University resources (including labs) or student services, and are completing or defending their dissertation/Capstone/DNP Scholarly Practice Project may petition their dean's office for Doctoral Completion. Once approved for Doctoral Completion, students may not return to full-time study in their degree program. Students should consult school-specific policies regarding time limits and other requirements governing the use of Doctoral Completion in each school.

➤ **External Internship/Study:**

Students who are participating in an approved professional internship or educational program outside the University may petition their dean's office for External Internship/Study.

➤ **Degree Conferral in Absentia:**

Students who are not taking new courses or pursuing research, but who need to be affiliated with the University for certain administrative reasons before receiving their degree, including finishing incompletes, paying an outstanding University financial obligation, or receiving official transcripts of approved transfer credit, may petition their dean's office for Degree Conferral in Absentia. Degree in Absentia may be used by a student for one term only.

***International Students** who plan to remain in the US may not enroll in this status and keep their student visa status. Questions regarding eligibility should be directed to Richard Tanson, Foreign Student Advisor, 207 Minor Hall, 434-982-3017.

Submission Deadline: Students are responsible for obtaining the signature of their advisor and graduate director before submitting this form via e-mail to the SON Registrar by the deadline for the semester (Spring-December 1st, Summer-May 1st Fall-August 1st). *Failure to request affiliated status prior to the semester deadline may result in additional late registration fees.*

Fee: Students are required to pay the fee for their enrollment to remain active. After the student's status is updated in SIS by the SON, the student may then pay the fee online in SIS using QuikPay to finalize their affiliated status.



**Affiliated Status
Request Form**

Student Name _____

University ID (9-digit) _____

Year _____

Semester Spring Summer Fall

Status Doctoral Completion External Internship/Study Degree Conferral in Absentia

Are you an international student? Yes No

I have read and understand the above affiliated status information and limitations.

Student Signature _____

Date _____

Advisor Signature _____

Date _____

Program Director Signature _____

Date _____