

Graduate School of Arts and Sciences  
Enrolled Student Office  
P.O. Box 400772  
Charlottesville, VA 22904-4773  
<http://graduate.as.virginia.edu/>  
[gsasregistrar@virginia.edu](mailto:gsasregistrar@virginia.edu)



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### Doctoral/Thesis Completion Petition

Advanced doctoral or master's students who have been enrolled full-time, have fulfilled all school- and program-level degree requirements with the exception of the dissertation/thesis, and are actively completing a thesis/dissertation under continued guidance from the faculty may petition for "Doctoral/thesis Completion" status. Eligible students may petition for this status each term for up to four consecutive terms. Please see the University policy in the Graduate Record regarding Affiliated Status for additional information. Students on this status will maintain NetBadge access to e-mail and electronic library holdings.

**Important Restrictions:** Doctoral/thesis Completion status does not allow students access to University facilities, including student health or insurance, as the student does not have an active I.D.card. This status accrues no credit and **will not allow for the deferral of student loans**. Doctoral/thesis Completion students are considered to be enrolled **less than half-time** and **may not access campus resources or hold assistantships**.

\***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 the International Studies Office.

**Submission Deadline:** Students are responsible for obtaining the signature of their graduate director and advisor before submitting this form via e-mail to the GSAS Enrolled Student Office by the deadline for the semester. *Fees must be paid by the student through the QuikPay system in SIS in order to not be canceled.*

**Once approved for Doctoral Completion, students may not return to full-time study in their degree program**

**Student Information**

Requested Dissertation Completion Semester  Year

Last Name  First Name  University ID

Program  Student E-mail

Have you cleared your Doctoral/thesis Completion registration with the International Studies Office? (See \* above)

Yes  No  NA- Not an International Student

*I have read and understand the above enrollment status information and limitations.*

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

Date

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**Advisor and Director of Graduate Studies Approvals:**

Check Box

**By checking this box, I, as the advisor to this student, affirm that the student is actively completing a dissertation/thesis under my guidance.**

Advisor Name (Print)

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

\_\_\_\_\_  
Date

DGS Name (Print)

\_\_\_\_\_  
DGS Signature

\_\_\_\_\_  
Date

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Please Scan and email this form to [gsasregistrar@virginia.edu](mailto:gsasregistrar@virginia.edu) once approved