



Extended Enrollment Status Request Form

Extended Enrollment Status Policy

The Office of the Dean of Students in the College may approve an Extended Enrollment Status request for students who have met all of the following criteria:

1. No remaining course enrollments needed to meet graduation requirements
2. Fewer than 12 quarters of course enrollment thus far, excluding summer quarters
3. Remaining coursework to resolve, as in the case of a thesis project or outstanding incomplete

Students must submit the Extended Enrollment Status Request Form to their Academic Adviser prior to the end of the first week of the quarter in which the student intends to transition to Extended Status. Extended Status may be held for one quarter, during which time students will retain access to their UChicago email address and library resources.

Students on Extended Status are not charged full-time tuition, but are subject to the extended status fee, student services fee, and any other charges opted into individually by the student. Students residing more than 50 miles from the Hyde Park campus while on Extended Status may petition for a waiver of the student services fee via the MyUChicago portal. Additional information regarding College tuition and fees can be found [here](#).

Eligibility for Degree Completion

Students on Extended Status who intend to graduate at the end of the quarter must apply to graduate via the MyUChicago portal prior to the end of the first week of the quarter. Students who do not complete their remaining degree requirements by the end of the quarter will not be permitted to graduate and should consult with their Academic Adviser regarding next steps. Graduating students should follow the grading deadlines outlined [here](#) and resolve all outstanding balances prior to the end of 8th week.

Additional Terms and Conditions

Students on Extended Status can remain enrolled in on-campus housing and/or the University Student Health Insurance Plan (i.e., U-SHIP) unless they previously waived these services for the year. Students on Extended Status are not eligible for Federal Work Study, may not begin new student-only campus jobs and internships, and should check with current employers to confirm whether the change in status will impact their work eligibility moving forward. While students on Extended Status can continue engagement with current student organizations, they are not eligible to hold leadership positions.

PART A: TO BE COMPLETED BY STUDENT *Complete, sign, and submit to your Academic Adviser*

Name: _____ UCID: _____
Last First

UChicago Email: _____ Academic Adviser: _____

Major(s): _____

Minor(s): _____

Extended Status Begins: _____ Intended Graduation: _____
Quarter Year Quarter Year

I have notified the following offices of my intended change in status (check all that apply):

Office of International Affairs	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	For OIA, date notified: _____
Housing & Residence Life	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Office of Financial Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
On-Campus Employer	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Are you currently enrolled in the UChicago Student Health Insurance Plan (U-SHIP)? Yes No
If yes, do you wish to remain enrolled in U-SHIP through the end of your quarter of Extended Status? Yes No

Please confirm that all courses for your quarter of Extended Status have been dropped: Yes

List any remaining coursework to be completed during your quarter of Extended Status, including the course code and quarter/year for any previous course enrollments with missing final grades:

Please be aware that it will take several business days for your request to be processed and for offices across campus to make adjustments related to your change in status.

Student Signature: _____ Date: _____

PART B: TO BE COMPLETED BY ACADEMIC ADVISER *Complete, sign, and submit to your supervisor*

Please consult the student and their academic records to confirm whether:

The student has no remaining course enrollments required to graduate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All course enrollments for the quarter of Extended Status have been dropped.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The student has completed less than 12 quarters of enrollment thus far.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All exceptions have been processed and the degree audit is complete.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The student has missing work (thesis project, incomplete, etc.) to complete.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please include a copy of the student's degree audit indicating how any 'Not Satisfied' sections will be completed with this form. Save a copy of both documents in notes.

Adviser Signature: _____ Date: _____