

Certification of Full-Time Status for Dissertation or Thesis Remote Process

Effective Monday, March 23, 2020

Students needing a Certification of Full-Time Status for Dissertation or Thesis during this remote period of operation may do so via email.

The process is as follows:

1. Navigate to Registrar, then click the forms section in the red box. Click on Dissertation/Thesis Certification Form.

Registrar > forms> Dissertation/Thesis Certification Form

Forms

Home / Office of the University Registrar / Forms

FORMS



(**NEW - Fillable PDF Forms - A fillable PDF is an interactive PDF document that allows users to enter answers on the form while viewing it in Adobe Acrobat or Reader.**)

- [Academic Disclosure Form](#)
- [Address Change Form](#)
- [Application for Withdrawal from University Form](#)
- [Closed Class Permission Form](#)
- [Change of Major Form](#)
- [Course Withdrawal Form](#)
- [Cross Registration Form - ARCHE](#)
- [Diploma Reorder Form](#)
- [Dissertation/Thesis Certification Form](#)
- [Enrollment Verification Instructions](#)
- [Graduation Application - Graduate](#)
- [Graduation Application - Undergraduate](#)
- [Graduate Foreign Language Reading Exam](#)
- [Transcripts Request Instructions For Students Who Attended After 2000](#)
- [Transcript Request Instructions For Students Who Attended Prior to 2000](#)
 - [E-transcripts](#) (NOTE: E-transcripts service is available to currently enrolled students and

Office of the University
Registrar

ARCHE

Academic Calendar

CAU Catalogs

Dean's List

Enrollment Verification

FERPA

Final Exam Schedule

Forms

Office of the University
Registrar

Panther Path Degree Works

Policy on Credit Hour
Determination

Registration and Enrollment

Transcript Request Services

Dynamic Schedule

Veteran Affairs

2. Fill out the electronic form, see example below.

Clark Atlanta University Office of the University Registrar Grade Adjustment Form

Grade adjustment Form

* Required

Email address *

Your email

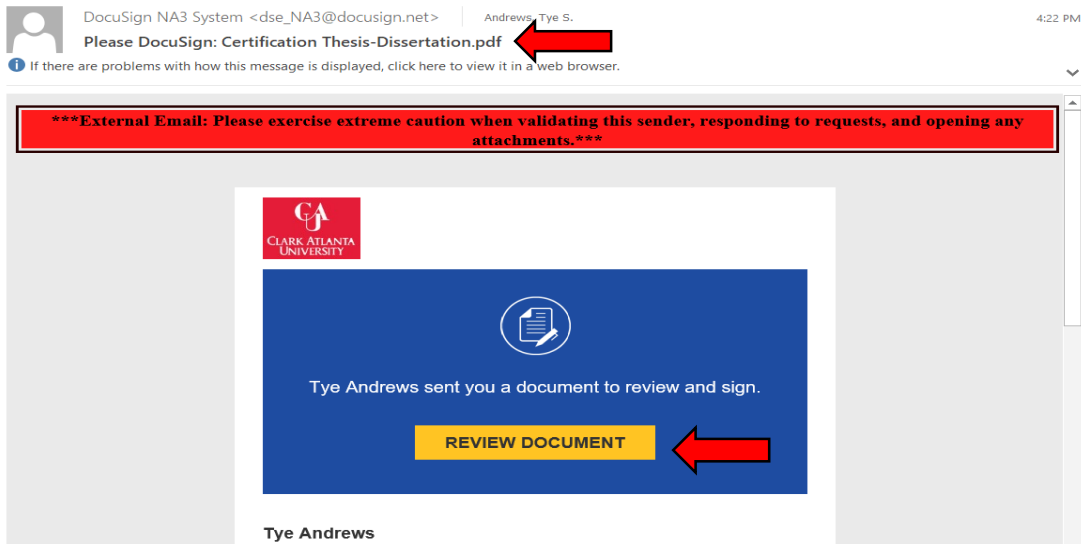
Student's Name? *

Your answer

Student's 900 *

Your answer

3. Upon receipt of the completed form, an official Certification of Full –Time Status for Dissertation or Thesis Form will be returned to you via DocuSign.



4. Click on *Review Document*, an agreement will populate across the screen for signature and verification.

Please Review & Act on These Documents

DocuSign

Tye Andrews
Clark Atlanta University

Once the document is complete, all involved parties will receive an electronic copy

Please read the Electronic Record and Signatures Disclosure.

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS

Name _____ Semester _____

Classification: _____ Student ID Number 900 _____

Permanent Address _____


Number Street City State Zip Code

Campus Address _____ Phone Number _____


5. Click I agree to use electronic records and signatures, then click continue.

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Please Review & Act on These Documents DocuSign

 Tye Andrews
Clark Atlanta University

Please complete the following document

Please review the documents below. **CONTINUE** 

TO: Office of Financial Aid
FROM: Susan W. Gibson, University Registrar
DATE:
SEMESTER:

900

FFTCNAME

This is to declare that student listed above is engaged in Dissertation or Thesis Research on a full-time basis in research activities requiring faculty supervision. In accordance with University policy, a student shall be classified as a full-time student when registered in a minimum of three semester credit hours of research, or thesis/dissertation


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6. Fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

Please review the documents below. **FINISH** **OTHER ACTIONS** ▾

START

DocuSign Envelope ID: SD4C36C2-0950-481C-B2D9-112CE0456B90

 CLARK ATLANTA UNIVERSITY
Office of the University Registrar

Certification of Full-Time Status for Dissertation or Thesis

TO: Office of Financial Aid
FROM: Susan W. Gibson, University Registrar
DATE:
SEMESTER:

900

FFTCNAME

This is to declare that student listed above is engaged in Dissertation or

7. A confirmation of the completed Certification of Full-Time Status for Dissertation or Thesis Form will be emailed from Mrs. Tye Andrews via DocuSign.