Certification of Full-Time Status for Dissertation or Thesis

Students needing Certification of Full-Time Status for Dissertation or Thesis from the University during this remote period of operation may do so via email. The process is as follows:

1. From the CAU website, navigate to Registrar, then click the forms section in the red box and click the ‘Dissertation/Thesis Certification Form’ link:

   Registrar > Forms > Dissertation/Thesis Certification Form

2. Fill out the electronic request form:
3. Upon receipt of the completed request form, a 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 purposes.

5. Click I agree to use electronic records and signatures and click continue.
6. Click start, complete the form as guided by DocuSign and click finish.

7. A confirmation of the completed Certification will be emailed from Tye Andrews via DocuSign.