

## 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

### 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 request form:

Clark Atlanta University Office of the University Registrar 223 James P. Brawley Drive Atlanta, GA 30314

Certification of Full-Time Status for Dissertation or Thesis

\* Required

Email address \*

Your email

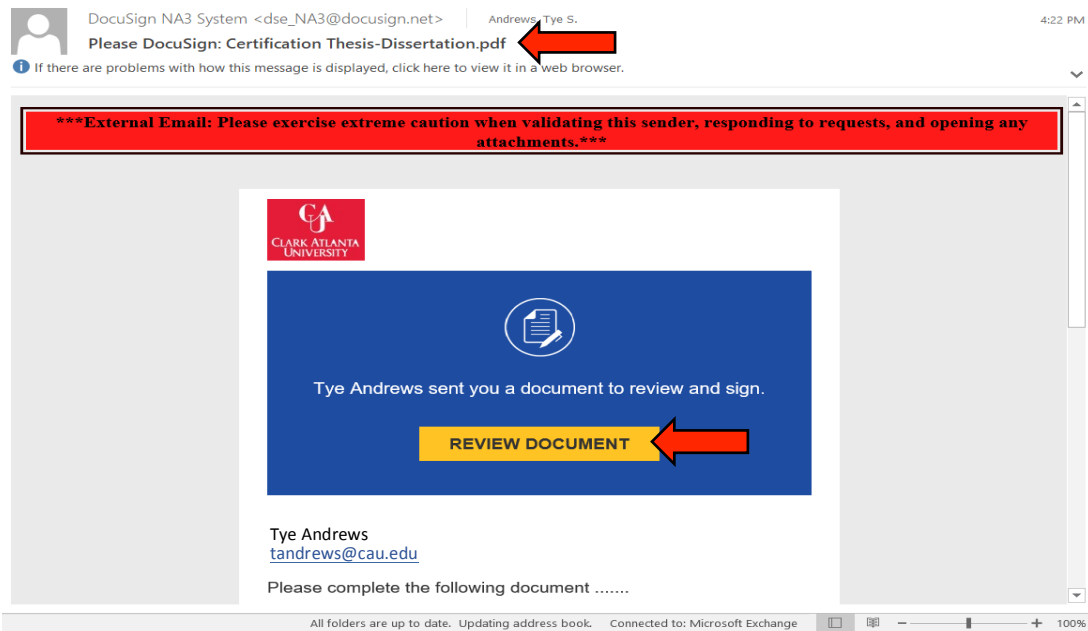
Student Name \*

Your answer

Student ID Number 900 \*

Your answer

- 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.



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

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 Signature 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 \_\_\_\_\_

- Click I agree to use electronic records and signatures and click continue.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please Review & Act on These Documents DocuSign

**Tye Andrews**  
Clark Atlanta University

Please complete the following document .....

Please review the documents below. **CONTINUE** INS ▾

TO: Office of Financial Aid  
 FROM: Susan W. Gibson, University Registrar  
 DATE: \_\_\_\_\_  
 SEMESTER: -- select - ▾ -- select - ▾

\_\_\_\_\_  
 900 \_\_\_\_\_

**FFMC name**

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. Click start, complete the form as guided by DocuSign and click finish.

Please review the documents below.

DocuSign Envelope ID: 5D4C26C2-0500-481C-B2D9-112CE0456B90

**START** **FINISH** **OTHER ACTIONS**

**CA** 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:** -- select -- -- select --

900

**Print name**

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

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