



Full-Time Certification Form

Term: _____

I, _____, X-number _____, am enrolled in a (circle one) fellowship, thesis research, dissertation research, internship, externship, practicum, graduate/research assistantship, or ENG 105Q section in the department of _____ for the _____ semester. I can show evidence that I will be working on my (choose one) fellowship, thesis research, dissertation research, internship, externship, practicum, graduate/research assistantship, or ENG 105Q for _____ hours per week during the semester. In the event of change, I will notify the Graduate Division of Liberal Arts and Sciences.

Student Signature

Date

Advisor Signature

Date

Chair Signature

Date

*Please note:

A student maintaining matriculation is not eligible for certification as full time.

A minimum of 27 hours of research/intership work is required for full-time status.



Certification of Full-time/Part-time Status for Graduate Students

****Students must make a formal request to their academic department/Dean's office before the first day of classes for each semester.**

****The Dean's Office must submit approval to the Office of the Registrar by the last day to drop/add for each term.**

****Certification of status is the responsibility of the student and the graduate department/Dean's office. It is important that the student request certification in a timely manner and that the graduate office carefully reviews the student's records to make sure that they meet the requirements for the given status.**

Name: _____ X#: _____
(student)

School: _____ Department: _____ Degree Program: _____

Semester Requested for Full/Part-time Certification (form only valid for one semester at a time)

☐ Summer 20____ ☐ Fall 20____ ☐ Spring 20____

In accordance with state regulations (145-2.1), the following definition applies for Full/Part-time attendance.

Full-time: "Graduate - A student enrolled for 9 or more semester credits, or 9 or more quarter credits each term or students involved in thesis or dissertation preparation that are considered full-time by the institution."

Half-time: "Graduate - A student enrolled for 6-8 semester credits unless involved in thesis preparation (see definition of full-time)."

A semester hour may be considered for:

Independent or individualized study, practice teaching, thesis and dissertation research, may all be considered as contributing toward full-time or part-time study on an hour-for-hour equivalent basis. Equivalent credit must be applicable to the students' program of study.

Number of Registered Credits (current semester) _____ (if 9 or more, do not complete this form)

Certification

Equivalencies do not carry a course number but are, nevertheless, equal to the three credits per semester as long as they are in accordance with regulation 145-2.1.

If you are engaged in any of the following, please indicate below, providing the appropriate number of credits.

Standard Graduate Student Certification

Equivalent Credits

Fellowship
Thesis or Dissertation Research
Internship, Externship, Practicum
Graduate/Research Assistantship in your field of study
ENG 105Q (St. John's College Ph.D. students only)

Immigration Certification for F1 & J1 International Graduate Students

Graduate/Research Assistantship in your field of study
Doctoral or teaching Fellowship
Thesis or Dissertation Research
Internship, Externship, Practicum
Non-Credit Remedial Courses
Independent Study

Total Equivalency Credits

Total Registered Credits

Total of Equivalency and Registered Credits

Mandatory: Justification for requested equivalency:

Student's Signature: _____ DATE: _____
Student (signature)

I reviewed the students request and certify that the equivalency is merited and that the equivalent credit is applicable to a course that is part of the student's program of study.

APPROVED BY: _____ DATE: _____
Dean (signature)

***Definition of a Credit Hour - <https://www.stjohns.edu/academics/office-registrar/credit-hour-guidelines>**