



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Full-Time/Part-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>