



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

Date: _____

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."

Part-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.

Equivalent Credits

Fellowship	_____
Thesis or Dissertation Research	_____
Internship, Externship, Practicum	_____
Total Equivalency Credits	_____
Total Registered Credits	_____
<i>Total of Equivalency and Registered Credits</i>	_____

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**

600.2 Definition- Credit hour: Except as provided in 34 CFR 668(K) and (1), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.