

LEHIGH UNIVERSITY
GRADUATE STUDENT
REQUEST FOR FULL-TIME CERTIFICATION

Guidelines for verifying full-time status are based upon the University's definition of a full-time status, as listed in R & P 3.21.4: Full-time status is indicated for graduate students who register for a minimum of nine (9) credit hours each semester or three (3) credit hours in each summer session. After *fulfillment of degree credit hour requirements* and in some *other circumstances*, full-time status may be maintained when the student is registered for fewer than nine (9) credit hours. In such cases, the status must be certified by the student's department and the dean of their college.

Full-time status may be maintained by students who have completed all degree requirements, even when not registered for courses (but rostered at least for maintenance of candidacy), while continuing a program of full-time research, full-time status must then be certified by the department and the appropriate college dean. (Fulfillment of degree credit hour requirements for the masters or the doctorate are listed in R&P and the catalog) The Graduate Student Handbook distributed by each college lists the same requirements as well as additional criteria for doctoral students on candidacy, with time and registration requirements

Students, who are not full-time employees of any institution or business, may be certified as full-time when registered for fewer than nine (9) credits in a regular term or three (3) in each summer session only when they are:

_____ admitted to doctoral candidacy and have completed all course and credit hour minimum requirements (48 or 72), or have completed all course requirements for a masters with only thesis registration remaining, or are currently rostered for the remaining hours to complete the credit hour requirement for the degree (30 for a masters or 48/72 for a doctorate).

AND

_____ rostered for at least one credit (usually maintenance of candidacy or an Audit, if all other stipulations are met).

OR

_____ registered for a required internship that is rostered for less than the required full-time load

All other circumstances must be noted on the reverse side for special consideration.

I have read the policy above and certify that I meet the appropriate standards noted for the _____ semester.
term/year

Student's Name: _____

Date: _____

Student's SS #: _____ / _____ / _____

Advisor's Approval: _____

Date: _____

Dean's Office Approval: _____

Date: _____