

Doctoral Dissertation Research Full-Time Equivalent Status

Doctoral students must register for 6 credits of 998 or 999 to be full time. After advancement to candidacy and completion of one semester of 999 (3 credits minimum), students may then be eligible for full time status beginning the following term with 1 credit of 999 if they have completed the minimum number of credits of 998 and 999 required by the university and their program and the appropriate approval is documented using this form.

(Due in Registrar's Office by End of First Week of Semester)

Section I. (Completed by student)

Student Name: _____ G Number: _____ Semester: _____

Reason for submitting this form:

- Defer Loan Repayment (only requires half time) F-1, J-1 Visa¹
 Academic Common Market Health Insurance (as dependent)
 Other _____

(¹All students with F-1 or J-1 visas must be enrolled full-time in order to maintain status; OIPS signature required in Section III.)

Full time attestation (select one that applies):

- Working at least 36 hours per week on dissertation
 20 hour assistantship plus working at least 24 hours per week on dissertation

Student's Signature: _____ Date: _____

Section II. (Completed by Registrar's office)

Doctoral Program: _____ Term of Admission: _____

Term of Advancement to Candidacy: _____

Course	Required Credits	Completed Credits	Currently Registered Credits
998			
999			
998/999 ²			

(² For programs that DO NOT require a specific number of 998 or 999 credits and accept any combination of both.)

- Eligible for Consideration Dean's Approval and Signature Required Not Eligible

Comments: _____

Registrar's Office Signature: _____ Date: _____

Section III. (Completed by department)

Department Attestation

Signatures below confirm that the student is working full-time on his/her dissertation.

Advisor's Signature: _____ Date: _____

Department Chairperson's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

(Dean's signature required for students who have completed 24 or more credits of 998 and/or 999 as indicated in Section II above.)

OIPS Signature: _____ Date: _____

(OIPS signature required only for international students with F-1 or J-1 visas.)

Return completed form to:

*Office of the Registrar - MS 3D1
North Chesapeake Module, Room 3
Tel: 703 993-2448 Fax: 703 993-2467*

Registrar's Office Use Only			
ZREG: _____	Time Status: _____	SPACMNT: _____	Initials: _____ Date: _____