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**Master's Thesis Research  
Full Time Equivalent Status**

Students must register for a minimum of three credit hours in their first semester of 799. After that semester, students may enroll for one credit of 799 per semester and be considered full time, if the following requirement is met: the student, advisor and department chair must certify each semester that the student is working full time on the thesis. **Please note: Master's students must maintain continuous enrollment in 799 while writing and submitting a thesis.** Students in this category must have this form completed by their departments every semester that the status is claimed.

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

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Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Major: \_\_\_\_\_

Semester Claimed: \_\_\_\_\_

Required Number of Thesis Hours: \_\_\_\_\_

Thesis Hours Completed/Graded: \_\_\_\_\_

Current Course Registration & Credit Hours: \_\_\_\_\_  
\_\_\_\_\_

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**DEPARTMENT ATTESTATION**

Signatures below confirm that the student has previously completed 3 credit hours of thesis and is within 3 credit hours of the total required number of thesis research hours and will be working full time on the thesis in the semester claimed.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return completed form to: Office of the Registrar - MS 3D1  
North Chesapeake Module, Room 3  
Tel: 703.993.2448 Fax: 703.993.2430*

Registrar's Office Use Only

ZREG: \_\_\_\_\_ Time Status: \_\_\_\_\_ SPACMNT: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_