

**THE GRADUATE SCHOOL**

Certification of Full-Time Working Toward Degree Status

**BINGHAMTON**  
**UNIVERSITY**  
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In order to qualify, students must meet the following criteria:

- Domestic PhD students must be within one academic year of ABD status or already ABD. International PhD students must be coursework complete, registered in Thesis, Pre-Dissertation, Dissertation, or Final Project.
- Domestic Master's students must be within one academic semester of degree completion, if not already course complete. International Master's students must be officially course complete and registered for in Thesis or Final Project.
- All students must have completed 24 or more graduate credits in residency (classified as levels G2, G3 or G4).

\*For certification to count for the semester, the certification form must be approved prior to the first day of classes for that semester.

Name:

B#:

Email:

Degree sought:

Semester(s) for which certification is requested:  Fall \_\_\_\_\_ (yr)  Spring \_\_\_\_\_ (yr)  Summer \_\_\_\_\_ (yr)Purpose for which certification is requested  
(check one or more): Loan Deferral  Loan Application  
 Immigration Status

I am:

 Course Complete  ABD  Other

My status is in compliance with the qualifying criteria listed above; and I am working at least the number of hours per week required below to complete research, given the number of credits that I am taking this semester.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Department**

I certify that the above student meets the qualifying criteria and therefore should be considered full-time working toward degree. The student has also registered for the current semester and will be working to complete research at least the number of hours per week required to be considered full time. Please indicate below the number of credits hours the student is registered for and the number of weekly hours (in addition to class hours) the student will be working.

Semester credit hours registered: \_\_\_\_\_

Number of weekly hours (in addition to credit hours  
above) required for full-time working toward degree status: \_\_\_\_\_Please fill out your information and CRNs on side 2 of this document.  
You will find the CRNs listed on BU Brain-Schedule of Classes.

Please note: Full Time Certification uses GRD 700 and GRD 701---not ECE 700 nor ECE 701

# MS Full Time Worksheet

## Dept. of Electrical and Computer Engineering

Check the appropriate box and complete the entry:

- I am a **Non-Funded** student
- I am a **funded** student

**Follow these steps to complete the table at the bottom of this form.**

**Step 1: Internship for CPT**

- If you are Not Funded and are registering for EECE594 for your CPT, enter 1 credit
- Otherwise, enter 0 credits

**Step 2: Project/Thesis**

- If you are an MS student doing a project or thesis
  - Check box for EECE598 or EECE599 and enter 0 – 3 credits

You do **NOT** have to fill out the "yellow form" for these credits

**Step 3: Completion Course**

Only for domestic students

- If you are "ACC" enter the credits for the course
- If you are "CC" enter 0 credits in this step

**You are responsible** for registering for these credits

**Step 4: Certification Credits**

- **Non-Funded** Student: Check the box for GRD700 and enter number of credits to sum to 9
- **Funded** Student: Check the box for GRD701 and enter number of credits to sum to 9

**Step 5: Verify Sum of Credits**

- Verify that the credit values entered in Steps 1 – 4 sum to 9

Step #	Course	Credits
1.	EECE594 Internship (for use with CPT) (Enter 0 or 1 credit) (Only for <u>Non-Funded</u> students) CRN: _____	
2.	Check Only One or None (Enter 0 if none are checked): <input type="checkbox"/> EECE598 Project (Enter 1-3 cr) CRN: _____ <input type="checkbox"/> EECE599 Thesis (Enter 1-6 cr) CRN: _____	
3.	<ul style="list-style-type: none"> <li>• If you are "ACC" enter the credits for the course</li> <li>• If you are "CC" enter 0 credits</li> </ul>	
4.	Check Only One (Enter credits to sum to 9): <input type="checkbox"/> GRD700 if <u>Not Funded</u> CRN: _____ <input type="checkbox"/> GRD701 if <u>Funded</u> CRN: _____	
5.	<b>Total (must equal 9 credits)</b>	<b>9</b>

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_