

**Full-Time Working Toward Degree Status Certification**

In order to qualify for full-time working toward degree status, the student must have completed 24 or more graduate credits in residency and be classified as a G2, G3 or G4 student.

- **Domestic doctoral students** must have ABD status OR be within one academic year of ABD status.
- **Domestic master's students** must be officially course complete OR within one academic semester of degree completion.
- **International doctoral students** must be officially course complete AND registered in thesis, final project, pre-dissertation, or dissertation.
- **International master's students** must be officially course complete AND registered in thesis or final project.

In order to receive full-time working toward degree status for the semester, this certification form must be approved before the first day of classes for the semester.

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**B-Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Graduate Degree Type:** \_\_\_\_\_

**Graduate Degree Program:** \_\_\_\_\_

**Graduate Degree Status:**      Course Complete                      ABD                      Other

**Semester for which certification is requested:**      Fall              Spring              Summer              Year

**STUDENT**

I certify that I meet the qualifying criteria listed above. I am registered for the current semester and will be working at least the number of hours per week required below to complete research.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACADEMIC DEPARTMENT**

Please indicate below the number of semester credit hours for which the student is registered and, given the number of semester credit hours for which the student is registered, the number of weekly hours (in addition to class hours) for which the student is required to work to complete research to be considered full-time.

**Number of semester credit hours for which the student is registered:** \_\_\_\_\_

**Number of weekly hours for which the student is required to work to complete research:** \_\_\_\_\_

I certify that the student meets the qualifying criteria listed above and therefore should be considered for full-time working toward degree status. The student is registered for the current semester and will be working at least the number of hours per week required above to complete research.

**Faculty Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I  **approve**       **do not approve** the student for full-time working toward degree status.

**Department Chair/Director of Graduate Studies:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMENTS:**