

**Request for Full-time Status
Graduate School – New Brunswick**

Date _____

Student Name _____

Last

First

Degree Program _____

To be filled out by student:

I certify that I

- am not employed for a total of more than 20 hours a week in activities unrelated to my degree program;
- am devoting the preponderance of my efforts to the completion of the degree program;

Signature of Student _____

To be filled out by graduate program director:

I certify that the above named student

- has completed all formal coursework or has completed at least 75% of all formal coursework and has submitted a plan to complete the work in a timely manner.

I recommend full-time status for the above named student, assuming registration of at least _____ credits in the ____ (Fall or Spring or both) term in ____ (year) for the following academic reasons: (check all that apply)

- The student is studying for the qualifying examination;
- The student is preparing a dissertation proposal;
- The student is conducting dissertation research;
- The student will not be in residence in the tri-state area (must also check one of the above).

Name of Graduate Program Director _____

Signature of Graduate Program Director _____

Students in research doctoral programs may be certified as full time for no more than five years. All students certified as full time must pay the full-time student fee, except for students who are away from campus and registering for one or more research credits or pre-candidacy doctoral students who qualify for matriculation continued.

The student should enroll for either 16: 001: 897, 898, or 899, as appropriate, and this form should be submitted to Alexandria Bachmann at the Graduate School, who will provide the special permission number to the student to enable the registration.