

GRADUATE STUDENT REQUEST FOR FULL-TIME CERTIFICATION

Graduate students who register for a minimum of nine credit hours each semester or three credit hours in each summer session automatically qualify for full-time status. Graduate students who register for fewer than nine credit hours may qualify for full-time status **only** after fulfilling all degree credit-hour requirements or by meeting special conditions listed below. Students who are employed 75% of the time or more do not qualify for full-time certification. To determine your eligibility for full-time certification when registered for fewer than nine credits in a regular semester or fewer than three credits in the summer, please complete the form below and obtain approvals from the graduate program and college associate dean.

Employment Status

Are you employed 75% of the time or more by any single business or institution (including Lehigh)?
 (Please check one box below.)

No.
 [Continue below.]

Yes.
 [Stop! You do **not** qualify for full-time certification.]

Program of Study Qualification:	
Please check all boxes below that apply to your status in your program of study.	
<input type="checkbox"/>	I have completed all course requirements for a master's degree with only thesis registration remaining.
<input type="checkbox"/>	I am registered for the remaining credits to complete my master's degree (fewer than 9 credits).
<input type="checkbox"/>	I am registered for a required full-time internship carrying fewer nine (9) credits.
<input type="checkbox"/>	I am registered for the remaining credits (at least three) to complete the credit requirement for the doctorate but have not yet been admitted to candidacy.
<input type="checkbox"/>	I have been admitted to doctoral candidacy, have completed the course and credits minimum requirements for the doctorate and am registered for at least one (1) credit.
<input type="checkbox"/>	Special circumstances permit me to be considered for full-time certification. I have attached documentation explaining these circumstances.

I certify that I have responded truthfully above and confirm that I qualify for full-time certification for the following semester:

	Semester/year
Student signature: _____	Date: _____
Student name (print): _____	LIN: _____
Program Director/Advisor (signature): _____	Date: _____
Assoc. Dean confirmation (signature): _____	Date: _____

The University's rules regarding full-time status are listed in section 3.21.4 of the University's Rules and Procedures (R&P) and serve as the basis for these guidelines for verifying full-time status (available at <https://www.lehigh.edu/~inprv/faculty/rules.html>).