

### 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 confirmation (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>).