

**GRADUATE STUDENT Full-time Equivalency form**  
**Matriculated Graduate Students Only**

This form must be completed for each quarter of the academic year for which full-time equivalency is requested. If status changes, the student is responsible for initiating a new form.

- 1. Students** initiate their request for full-time verification with the Program Director in their home college.
- 2. Program Director** should forward the completed form, totaling 12 credit hours or more, to the Office of the Registrar.
- 3. Students requiring access to on-campus facilities** (e.g., Wallace Library, Student Life Center, etc.) must be registered for Continuation of Thesis, Project Proposal or comparable course.

Student's Name (print) \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

University ID Number \_\_\_\_\_ - \_\_\_\_\_ College/Program \_\_\_\_\_

**CREDIT EQUIVALENCY ACTIVITIES** See reverse for definition of full-time graduate student not registered for 12 credit hours and limitations of non-credit work.

Quarter (i.e. Fall:20061)	Registered Courses		Graduate Course Equivalents 3 Clock Hours/Week is Equivalent to 1 Credit Hour.					Total of all Study  Must Total 12 Credit Hours or More	Registrar's Office Use Only  • Status Verified • STARS Updated
	Registered Course Credits	Registered Thesis Credits	Teaching Assistant Credit Hours	Research Assistant Credit Hours	Lab Assistant Credit Hours	Complete "I" Grade Credit Hours	Non-Credit Research* Credit Hours		
Fall:									
Winter:									
Spring:									
Summer:									

\*Describe non-credit research activity. If Continuation of Thesis for zero hours, list course number.

\_\_\_\_\_  
\_\_\_\_\_

Required Signature \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_  
Program Director

**Registrar's Office Use Only:**  
Date Received: \_\_\_\_\_  
Date Processed: \_\_\_\_\_  
Processed By: \_\_\_\_\_

**Definition of a Full-Time Graduate Student  
who is not registered for 12 course credit hours**

RIT is responsible for reporting student enrollment status in support of financial aid applications, immigration regulations, loan deferrals, insurance eligibility and to determine tax status. The following categories, in line with the regulations of the New York State Commissioner of Education (Subpart 145-2), define full-time student status equivalent to 12 quarter hours of registered courses, laboratory, or thesis work which must be an integral part of the student's pre-filed program.

For students to be accorded full-time graduate student status they must be registered for 12 quarter hours through a combination of course credit and equivalency as defined below:

Three clock hours of teaching, research or laboratory assistantship work or required makeup work per week shall be considered equivalent to 1 quarter hour of registered course credit for the purpose of defining full-time graduate study equivalency.

Non-credit work on a thesis or required research project will be considered equivalent of full-time graduate study if the program director certifies this fact to the Registrar. **Such verification is limited to a maximum of four quarters.**

**Important: Students who require access to on-campus facilities** (e.g., Wallace Library, Student Life Center, etc.) must be registered for Continuation of Thesis, Project Proposal or a comparable course.