ROCHESTER INSTITUTE OF TECHNOLOGY Office of the Registrar EASTMAN HALL (EAS), ROOM 1202 PHONE 585/475-2821

Fax 585/475-7005

Full-time Equivalency (Degree-Seeking Graduate Students Only)

Instructions:

This form must be completed for each tem of the academic year for which full-time equivalency is requested. If status changes, the student is responsible for submitting a new form to their academic department. Please follow the process

- 1. Student initiates the request for full-time equivalency with the Program Director of his/her home department.
- 2. Program Director should forward the completed form, totaling 9 units or more, to the Office of the Registrar.

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General Information	University ID Number			
Please Type	Name	 First	Middle	
	Academic Program		Plan	
Defining Full-Time Equivalency	For students to have full-time graduate student status they must be enrolled for 9 units 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 unit hour 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 three terms. 			
	Important: Students who require must be enrolled in valid RIT cour	re access to on-campus facilities rework.	es (e.g., Wallace Library, Stude	ent Life Center, etc.)
Credit Equivalency Activities	Term	☐ Remove Fu	ıll-Time Equivalency	
	Enrolled Class Units			
	Enrolled Thesis Units			
	TOTAL ENROLLED UNITS			
	Non-credit Research Units *	* Describe non-c	credit research activity below	
	Teaching Assistant Units			
	Research Assistant Units			
	Lab Assistant Units			
	Complete "I" Grade Units			
	TOTAL EQUIVALENT UNITS			
	TOTAL of ALL STUDY must total 9 or more units			
Signatures	Graduate Student Sign		Date	
	Graduate Program Director Print		Email	@rit.edu
	Sign		Date	
Registrar's	Date Received	Date Processed	Processed by	
Office Use Only	Sent to SFS (historical) or Recalc To			
REG - Graduate Student Full-time Equivalency form		, ,		
2/16/12	Distribution: Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.			