

## Full Time Equivalency Request Process

1. Graduate students can initiate the request for full time equivalency (FTE) with the approval of their graduate program director. If needed, students can find their Academic and Program codes on the Program Library: <https://www.rit.edu/registrar/program-library>
2. The FTE form can be accessed here: [https://www.rit.edu/registrar/sites/rit.edu/registrar/files/documents/full\\_time\\_equivalency\\_042424.pdf](https://www.rit.edu/registrar/sites/rit.edu/registrar/files/documents/full_time_equivalency_042424.pdf)
3. General information for the requesting student should be typed into the form using PDF editing software such as Adobe Acrobat.
4. Follow the information under the *Defining Full-time Equivalency* section to fill in the *Credit Equivalency Activities*.
5. If the equivalency includes a non-credit research activity, such as a student is completing the writing of a thesis or dissertation paper, note that activity in the box in the *Credit Equivalency Activities* section. GTA, GRA, or credit bearing activities do not require further description on the form.
6. Confirm that the enrolled units and equivalent units total 9 or more
7. The requesting student must sign the FTE form.
8. The Graduate Program Director approves and signs the FTE form.
9. Completed form must be submitted to the Registrar's Office at [registrar@rit.edu](mailto:registrar@rit.edu) or in person at EAS-1202.
10. The student's full-time status can be confirmed in SIS once the form is processed.

## FTE FAQ

### What is full time equivalency?

Full time status for graduate students is 9 credit hours. Students who are under 9 credit hours but performing other activities toward their graduate degree can request full-time equivalency. Students can demonstrate full time equivalency (FTE) status through course work, equivalent program requirement activities, or a combination of the two.

### Who can request FTE?

Full time equivalency is for graduate students only. It can be requested when a student is performing additional activities relevant to their graduate degree in order to maintain a full-time student status.

### How can FTE be requested?

It can be requested through the following form:

[https://www.rit.edu/registrar/sites/rit.edu/registrar/files/documents/full\\_time\\_equivalency\\_o42424.pdf](https://www.rit.edu/registrar/sites/rit.edu/registrar/files/documents/full_time_equivalency_o42424.pdf)

### How can FTE be demonstrated?

Equivalency can be demonstrated the following ways:

- Teaching work in a GTA position
- Research activities in a GRA position
- Lab assistant work
- Required make-up work toward degree
- Non-credit research/thesis project activities toward degree

### How are FTE units calculated?

Three hours of equivalent activities, listed above, are equivalent to 1 credit hour.

**NEW:** Students in summer graduate research assistant positions may be considered full-time equivalent for up to 9 units even if they are not enrolled in course or thesis credits in the summer semester.

#### *Examples*

1. Graduate student in a GRA position with 100% effort in the summer semester.  
100% effort GRA in summer = 9 equivalent credit hours  
More information on level of effort to hours/week can be found at:  
<https://www.rit.edu/careerservices/sites/rit.edu/careerservices/files/docs/StudentEmploymentOffice/GraduateAssistantGeneralInformation2022.pdf>
2. Graduate student has 6 credits of courses with 9 hours of GTA work per week.  
9 GTA hours = 3 credits + 6 course credit hours = 9 equivalent credit hours
3. Graduate student registered for 0 credit continuation of thesis and performing thesis/dissertation/research project activities.  
Full time 20-40 hours of thesis activities = 9 equivalent credit hours

## How is FTE approved?

1. Full-time equivalency must be approved by the student's graduate program director.
2. Full-time equivalency status is confirmed by the registrar's office

## What are the limitations for FTE?

### **1. Master's students and non-credit research project work**

Master's students are limited to 3 semesters of full-time equivalency for the purpose of completing thesis or capstone research project requirements.

### **2. Continuation of thesis (COT)**

The COT policy applies to all RIT graduate students.

<https://www.rit.edu/policies/d120#ix-continuation-of-thesis-dissertation-policy>

Student who have enrolled in thesis/dissertation credits but have not finished their thesis/dissertation project requirements must register each term for a one semester credit hour Continuation of Thesis/Dissertation course. Programs may offer graduate students one "free of tuition" semester before the continuation of thesis/dissertation tuition is charged. Continuation of thesis/dissertation tuition is waived for all summer terms. Full-time equivalency does not provide exemption to RIT's continuation of thesis policy.

### **3. 7-year rule**

The 7-year policy applies to all RIT graduate students.

<https://www.rit.edu/policies/d120#:~:text=The%20seven%2Dyear%20requirement%20applies,matriculation%20into%20the%20certificate%20program.>

Master's students are to complete all degree requirements within 7 years from the date of matriculation in to the master's program. Doctoral students are required to complete all degree requirements within seven years of the date the student passes their qualifying exam. Students exceeding the 7 year timeline, must follow the process for exemption to the 7 years as outlined in the policy. Full-time equivalency does not provide exemption to the 7-year limit for degrees.