

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

**Instructions:**

This form must be completed for each term 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 below:

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.

## General Information

**Please Type**

University ID Number \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Academic Program** \_\_\_\_\_ **Plan** \_\_\_\_\_

## Defining Full-Time Equivalency

For students to have full-time graduate student status in fall and spring terms, 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 access to on-campus facilities** (e.g., Wallace Library, Student Life Center, etc.) must be enrolled in valid RIT coursework.

**Important:** Summer term does not require the combination of course credit and equivalency.

## Credit Equivalency Activities

**Term** \_\_\_\_\_

### Remove Full-Time Equivalency

Enrolled Class Units \_\_\_\_\_

### Enrolled Thesis Units

TOTAL ENROLLED UNITS

Non-credit Research Units \* \_\_\_\_\_

\* Describe non-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  
Office Use Only**REG - Graduate Student  
Full-time Equivalency form

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Processed by \_\_\_\_\_

☐ Sent to SFS (historical) or Recalc Tuition (current)

**Distribution:** Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.