

**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.

<b>General Information</b>	<b>University ID Number</b> _____ <b>Name</b> _____ <small>Last First Middle</small> <b>Academic Program</b> _____ <b>Plan</b> _____
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<b>Defining Full-Time Equivalency</b>	<p>For students to have full-time graduate student status they must demonstrate the equivalency of 9 units through a combination of course credit or equivalency as defined below:</p> <ul style="list-style-type: none"> <li>• During fall and spring terms, 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.</li> <li>• <b>Summer</b> graduate research assistant positions (GRA) may be considered equivalent to up to 9 units.</li> <li>• Non-credit work on a thesis or required research project may be considered equivalent to up to 9 units. <b>Such verification is limited to a maximum of three terms for master's students.</b></li> </ul> <p><b>Important: Students who require access to on-campus facilities</b> (e.g., Wallace Library, Student Life Center, etc.) must be enrolled in valid RIT coursework, with the exception of summer semester.</p>
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<b>Credit Equivalency Activities</b>	<p>Term _____ <input type="checkbox"/> <b>Remove Full-Time Equivalency</b></p> <hr/> <p><b>Enrolled Class Units</b> _____</p> <p><b>Enrolled Thesis Units</b> _____</p> <p><b>TOTAL ENROLLED UNITS</b> _____ (enrolled units are required during fall and spring terms)</p> <hr/> <p><b>Non-credit Research Units *</b> _____ <b>* Describe non-credit research activity below</b></p> <p><b>Teaching Assistant Units</b> _____</p> <p><b>Research Assistant Units</b> _____</p> <p><b>Lab Assistant Units</b> _____</p> <p><b>Complete "I" Grade Units</b> _____</p> <p><b>TOTAL EQUIVALENT UNITS</b> _____</p> <hr/> <p><b>TOTAL of ALL STUDY</b> _____ <b>must total 9 or more units</b></p>
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<b>Signatures</b>	<p><b>Graduate Student</b> Sign _____ Date _____</p> <p><b>Graduate Program Director</b> Print _____ Email _____@rit.edu</p> <p>Sign _____ Date _____</p>
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<b>Registrar's Office Use Only</b>	<p>Date Received _____ Date Processed _____ Processed by _____</p> <p><input type="checkbox"/> Sent to SFS (historical) or Recalc Tuition (current)</p> <p><b>Distribution:</b> <i>Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.</i></p>
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