CONFIRMATION OF LESS THAN FULL-TIME FORM

This form may ONLY be submitted by graduate students who meet one of the following criteria and have been approved for the same reason using a Reduced Credit/Course Load form signed by their Graduate Program Director in a previous semester.

☐ Post-qualifying doctoral students who have completed all required course work and are engaged in dissertation research and writing. Students must register for at least 1 credit.

☐ Master’s students who have completed all course work and are now engaged in thesis research (permitted for a maximum of 3 semesters, barring exceptional circumstances.) Students must register for at least 1 credit.

You must submit a separate form EVERY semester in which you register for less than full-time.

Semester to which this form applies:
(check only one)

☐ Fall       ☐ Spring                      _____________Year

Name: (please print)__________________________________________
                      last                        first

Student ID #: ___________________________  Phone #: ___________________________

Email address: __________________________________________________________

Graduate Program: ___________________________ Current Degree Level: __________________

Number of credits student will take in the semester indicated above: __________________

(If you are ineligible to use this form, you must obtain a Reduced Credit/Course Load form and have it completed and certified by your Graduate Program Director.)

_________________________________  __________________________
Signature                          Date