



Full-Time/Half-Time Equivalent Status - Doctoral Dissertation Research
(Must be submitted every semester)

Students require full-time/half-time status for a variety of reasons including health insurance, financial aid, loan deferment, VA benefits, and F1/J1 visa status. Doctoral students enrolled in 6 credits of 998 or 999 are considered full time. After advancement to candidacy and completion of one semester of 999 (3 credits minimum), students may then be eligible for full-time/half-time status beginning the following term with 1 credit of 999 if they have completed the minimum number of credits required by their degree program including the minimum number of credits of 998 and 999 required by the university and their program and the appropriate approval is documented using this form.

Section I. (Completed by student)

Student Name: _____ G Number: _____ Semester: _____

Full-Time/Half-Time attestation (select one that applies):

- 20 hour assistantship plus working at least 20 hours per week on dissertation (for full-time status)
Working at least 40 hours per week on dissertation (for full-time status)
Working at least 20 hours per week on dissertation (for half-time status)

I understand that by signing this request I am certifying that I will work on my dissertation at least the number of hours committed. I further understand that the university honor code applies to this certification.

Student's Signature: _____ Date: _____

Section II. (Completed by department)

Doctoral Program: _____ Catalog Year: _____ Term of Advancement to Candidacy: _____

Table with 3 columns: Course, Required Credits, Completed Credits. Rows for 998 and 999.

As demonstrated above, student has advanced to candidacy, completed the minimum number of credits required by their degree program and the minimum number of 998 and 999 credits required by the university and their program with a minimum of 3 hours of 999.

- Eligible for Certification
Not Eligible (notify student)

Comments: _____

By signing this request I agree that I will monitor this student's weekly hours of work on their dissertation as committed above. If the student drops below committed hours, I will report this to the Department Chairperson and the University Registrar.

Advisor/Prog Coord Signature: _____ email: _____ Date: _____

Department Chairperson's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Due in Registrar's Office no later than the First Day of Classes. Return completed form to:

Office of the Registrar - MS 3D1
Verify@gmu.edu
Tel: 703 993-2448 Fax: 703 993-2467

Section III. (Processed by Registrar's Office)