

The top portion of this form is to be completed by graduate students enrolled in fewer than nine credit hours in the fall and spring terms and six credit hours in the summer term who are requesting to be certified as equivalent to full-time. We recommend that this form be submitted no later than the first day of the semester for which full-time status is requested.

**The following eligibility guidelines must first be satisfied prior to submitting the petition to seek graduate equivalent full-time status:**

- An approved Plan of Study on file in the Graduate College.
- Maintained continuous enrollment during the previous 12-month period.
- Enrolled in the minimum number of credit hours as stipulated by one of the four applicable conditions in box A below.

**Note:**

- This form *must be completed each term* for which full-time equivalency is requested.
- A reduced enrollment status can impact disbursement of financial aid and qualification for health insurance, depending upon the rules of the lending institution and insurance provider.
- It is the responsibility of the student to know the enrollment requirements of individual lending institutions, insurance providers, and fellowship stipulations.
- International students must also meet all International Student and Scholar Services (ISSS) requirements.

**All Information Must be Typed and Boxes A & B Below Must be Completed**

Student's Name: \_\_\_\_\_ Z Number: \_\_\_\_\_  
First MI Last  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_ FAU Email: \_\_\_\_\_ @fau.edu  
 Residency Classification:  FL Resident  Non FL Resident  International Financial Aid:  No  Yes  
 Term and year for which this waiver applies: \_\_\_\_\_ Assistantship:  No  Yes  
 Previously requested full-time equivalency:  No  Yes, Term(s): \_\_\_\_\_ Approved Plan of Study:  No  Yes  
 Remaining credits to complete degree: \_\_\_\_\_ Cumulative Graduate GPA: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**A. Students must meet the eligibility guidelines and satisfy at least one of the four conditions below. You must select at least one:**

1. Master's degree students who have completed all required course work as listed on their approved Plan of Study, and are only enrolled in thesis credits, may petition to be classified as full-time graduate students with an enrollment of at least 3 credit hours.

2. Doctoral degree students who have advanced to candidacy and have completed all required course work as listed on their approved Plan of Study, and are only enrolled in dissertation credits, may petition to be classified as full-time graduate students with an enrollment of at least 3 credit hours.

3. All graduate students who have completed all course work and thesis/dissertation credits as listed on their approved Plan of Study, and are only enrolled to satisfy continuous enrollment requirements to complete their thesis or dissertation, may petition to be classified as full-time graduate students with an enrollment of at least 1 credit hour.

4. Under exceptional circumstances, graduate students in their last semester of study, as verified by their approved Plan of Study, may petition to be classified as full-time graduate students with an enrollment of the remaining credits hours needed to complete their degree.

**B. Please provide a brief justification for the above request. If additional space is needed, attach a letter to this form.**

\_\_\_\_\_  
 Student (Signature) Date

Approval  
 Disapproval

\_\_\_\_\_  
 Student's Advisor or Coordinator (Signature) Date

Approval  
 Disapproval

\_\_\_\_\_  
 Department Chair or Designee (Signature) Date

Approval  
 Disapproval

\_\_\_\_\_  
 Dean of the Graduate College or Designee (Signature) Date

\_\_\_\_\_  
 Advisor's Email

Approval  
 Disapproval

\_\_\_\_\_  
 College Dean or Designee (Signature) Date