# Request for Full Time Status
# Code 23

*Return completed form to:*
*The Graduate School*
*501 Carnell Hall*
*1803 N. Broad St.*
*Phila., PA 19122*
*Fax 215-204-8781*

Graduate Students who are registered for fewer than 9 semester hours, who do not hold a full assistantship, and who need to be classified as full time, must complete this form and submit it to the Graduate School.

**STUDENT INFORMATION**

**SSN** _____ - _____ - _____ **Email** _____

**Name** _____ _____ _____
Last First M.I.

**Current Address** _____ _____ _____ _____
Street City State Zip

**Home Telephone** ( ) _____ - _____

**Degree Information**

**College** _____ **Program** _____ **Degree** _____

**Requested for Semester Fall / Year** _____ **Spring / Year** _____

**Rationale for Full Time Status**

_____ Student is enrolled in a mandatory full time internship or field experience.

_____ Student has completed all courses for the program and is now: **(Select One Below)**

Master's Student Registered for:
- ____ Thesis
- ____ Project

Doctoral Student Registered for:
- ____ Preliminary Examination Preparation (799)
- ____ Dissertation Proposal (899)
- ____ Dissertation Research (Usually 999)

____ Other (**Describe**) _____

## Conditions for Approval

The student must be matriculated in a graduate degree program and satisfy one of the following conditions:

- Enrolled for at least one semester hour of mandatory full time internship credit or field experience
- Enrolled for one to three semester hours of master's project or thesis (Maximum of 2 semesters of FT Status will be granted for MA work; 4 semesters for MFA work.)
- Enrolled for one to three semester hours of doctoral Preliminary Examination Preparation, Dissertation Proposal or Dissertation Research (Maximum of 6 semesters of FT Status will be granted.)

**Approval Signatures**

_____ _____ _____ ____/____ /____
Advisor Campus Phone Email Date

_____ ____/_____/____
Student Date

**Graduate School Approval and Posting**

_____ ____ /____ / ____
Staff Date