



Graduate School of Arts and Sciences

Matriculated Student Status Certification

This form must be completed by a student who may be registered for insufficient credits to qualify for 1/2, 3/4 or full-time certification (according to its school or programs policy) for purposes of Veteran's Benefits, the New York State Tuition Assistance Program, Federal Loan Certification or Deferment, or any combination of the above choices.

A: Please indicate your purpose for using this form:

- checkbox Federal Student Loan Certification
checkbox Federal Student Loan Deferment (deferments reported at end of Add/Drop and weeks 7 & 8)
checkbox Veteran's Benefits
checkbox New York State Tuition Assistance Program
checkbox Other, please specify: \_\_\_\_\_

This form must be approved by your Chairperson/Program Director and GSAS Office of Academic Programs and Support and submitted to the Office of Academic Records at the time of registration each semester. This approval is applicable for one semester only. You must re-apply each semester, as appropriate.

This is to request certification as a checkbox 1/2 time, checkbox 3/4 time, or checkbox full-time\* student in the \_\_\_\_\_ semester, \_\_\_\_\_ year.

B: Student: Enter number of credits enrolled for this semester -> Credits Enrolled: \_\_\_\_\_

C: Completed by Student (Check One)

The balance of my program is devoted to:

- checkbox Preparation for the Language Examination
checkbox Preparation for the Comprehensive Exam
checkbox Duties as a Teaching Fellow
checkbox Teaching Assistantship
checkbox Research for Dissertation
checkbox Other, please specify and document: \_\_\_\_\_

\*The option must be a degree requirement.

D: Completed by Chairperson/Program Director (Credits Enrolled & Equivalency)

Credit Equivalency\*

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Total Equivalency Credits: \_\_\_\_\_

Total All Credits: \_\_\_\_\_

I understand that the full-time status excludes the possibility of outside employment requiring more than one full day per week of my time. I also understand that I must notify the Office of Academic Records of any change in my enrollment.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Fordham ID (FIDN): \_\_\_\_\_

Division/Degree Program: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson/Program Director

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

GSAS Approval / Assistant Dean



## Graduate School of Arts and Sciences

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### Instructions

#### **Student completes Sections A, B and C**

##### **Section A:**

Select the appropriate line(s) if you are applying for:

- Federal Student Loan Certification – to be used by students who are registered for insufficient credits to qualify for a federal student loan at the 1/2, 3/4 or full-time status.
- Federal Student Loan Deferment (deferments are reported at end of Add/Drop and weeks 7 & 8) – to be used by students who are registered for insufficient credits to qualify for a federal student loan deferment.
- Veteran's Benefits – to be used to determine Veteran housing allowance (housing is prorated when status is less than full time).
- New York State Tuition Assistance Program – to be used to determine part time/full time TAP and TAP scholarship eligibility based on time status.

##### **Section B:**

Enter the amount of credits you are enrolled in for the semester for which this request is being processed.

##### **Section C:**

Select the appropriate activity that is required for your degree and are currently participating in.

#### **Department Chair/Program Director completes Section D**

The Department Chair/Program Director will need to assess the academic related activity that the student is engaged in and determine the appropriate credit equivalency. The definition of a credit hour is provided below as a guideline to aid in that assessment.

##### **Definition of a credit hour**

A credit hour is an amount of work that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or,
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.