

Definition of full-time status

Student status (full-time, part-time, half-time, leave of absence) is determined on a semester basis for the Fall and Spring terms. Registration is not required during the summer academic session. A student is considered to be in **full-time** status according to the following conditions.

Ph.D. students are full-time if registered for 12 credits or engaged in an equivalent level of approved academic activity, such as research training or dissertation research.

M.S. students are full-time under the following conditions:

- if registered for 8 credits.
- if registered for at least one academic credit for M.S. thesis research while engaged full-time in a research project as part of a Plan B Master's program. This classification requires that all other program requirements have been or will be fulfilled at the successful completion of the semester's program of study. This classification may be invoked for no more than two semesters per degree. *N.B. Independent study (library research) towards preparation of a Plan A Master's Literature Review does **not** qualify for full-time status under this provision.*
- if registered for at least 6 credits, but for fewer than 8 because of a lack of course offerings appropriate to the student's program of study, or for which the student has the appropriate prerequisites. Approved academic activity equivalent to the number of missing credits must be undertaken in order to qualify for full-time status under this classification. **This is rarely granted.**

The full-time requirement for international students on student visas may be waived because of language difficulties. The student may register for fewer than 8 credits and use the reduced load to undertake appropriate English language training. This waiver may be invoked only in the first semester of graduate study.

Students who are not full-time are considered part-time or half-time, based on the number of credits relative to the nominal full-time load of 12 credits for Ph.D. programs and 8 credits for M.S. programs.

Students must be matriculated in a degree program in order to be considered full-time.

Process for certification or waiver of full-time status for M.S. students registered for fewer than 8 credits

1. Student obtains form and enters basic information: name, program, etc. US students use *Certification of Full-Time Status* form; international students use *Release of Full-Time Registration Restriction for Foreign Student* form.
2. GPD enters justification for full-time status and expected date-of-finish. GPD keeps copy for future reference. GPD should also attach photocopy of current *Student Progress Report* (unofficial transcript).
3. For students using XXX-9700 towards achieving a full semester load of 8 or more credits, support documentation should include a copy of the student's *M.S. Thesis / Literature Review Committee Membership* form indicating that a literature review topic and outline have been approved.
4. If applicable, the research advisor provides a memo that outlines the purpose, progress status and expected completion data of the student's laboratory M.S. thesis research.
5. Student submits form and support documentation for Dean's review and approval, if appropriate. Dean keeps copies. The student should allow up to 24 hours for review.
6. International students next take the form and supporting documentation to the International Student & Scholar Advisor (ISSA) for her review and approval. ISSA keeps copies.
7. After obtaining signatures of the Program Director (step 2), Research Advisor (step 4), Dean (step 5), and ISSA (step 6), as needed, the student submits the appropriate form to the Registrar.



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Graduate School of Basic Medical Sciences

CERTIFICATION OF FULL-TIME STATUS

FOR M.S. STUDENTS IN GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES

Filled in by student

Student name:

ID No.:

Program:

Semester: Fall Spring 201__

Filled in by program director

Number of credits completed:

Number of credits registered for this semester:

Completion of **all** requirements expected by conclusion of _____ semester.
(semester and year)

Reason for granting full-time status:

- Full-time effort conducting M.S. thesis research.

Research advisor:

Expected date of completion:

N.B. A memo from the research advisor that briefly describes the student’s thesis research project, the progress being made towards its completion, and the expected date of completion of the project must accompany this request.

- Appropriate course offerings or availability are limited to 6 or 7 credits.

Specific limitations:

Alternative academic activity:

Program director name: _____

Program director signature: _____

Date: _____

Dean’s approval: _____

Date: _____