

Students enrolled in master's thesis research who have not completed their required number of research hours (as established by their school, college or institute) must register for a minimum of 9 graduate credit hours per semester or hold a full-time 20 hours a week graduate assistantship and be enrolled for at least 6 graduate credit hours to be considered full-time.

Once a student enrolled in thesis research is within 3 credit hours of the total required number of thesis research hours, the student is eligible for consideration for full-time status, provided the Advisor and Department Chairperson verify each semester that the student's workload is equivalent to full-time status and the student is registered for at least 1 credit of the final 3 credits of thesis research. Students in this category must have this form completed by their departments every semester that the status is claimed.

ONLY the program advisor and the department chair should fill out the following sections based on the student's eligibility:

Student Name: _____ Student ID Number: _____

Department: _____ Major: _____

Semester: _____

Required Number of Thesis Hours: _____

Thesis Hours Already Completed: _____

Current Course Registration & Credit Hours: _____

DEPARTMENT VERIFICATION

By signing this form you are confirming that the above named student is within 3 credit hours of the total required number of thesis research hours and is working full-time on his/her thesis.

Advisor Signature: _____ Date: _____

Department Chairperson Signature: _____ Date: _____

Return completed form to: Office of the Registrar/MS 3D1
Certification Services, Room 3
North Chesapeake Module
Tel: 703/993-2448 Fax: 703/993-2430

Office Use Only

Registrar Officer's Signature: _____ Date: _____