

## WAIVER OF HOURS FORM

**Name:** \_\_\_\_\_ **PID:** \_\_\_\_\_  
(first) (middle) (last)

**Term Classification is Sought:**

- Fall                      **Year** \_\_\_\_\_  
 Spring  
 Summer Session I  
 Summer Session II

**Courses Registered for That Term:**

\_\_\_\_\_  
(course number) (credit hours)  
\_\_\_\_\_  
(course number) (credit hours)

This waiver of hours form is required when a graduate student indicates that his/her academic work-load (in a term) constitutes full-time progress towards his/her degree, and he/she is not registered for a course load that automatically confers full-time status (see below). By submitting this form and accompanying documentation, a student may apply to be granted full-time status, but only if he/she is enrolled for a minimum of 3 credit hours.

A student who meets either of the following conditions is automatically considered enrolled full-time:

- enrollment for at least 9 credit hours during the fall or spring semesters
- enrollment for no less than 3.0 credit hours for 392, 393, or 394. This may be either alone or in addition to other coursework. NOTE: After completion of all coursework this is the most standard continuing option available.

The student must submit this form, signed by his/her department chair and *accompanied by a statement from the chair describing what the student is doing that constitutes full-time enrollment*, to the Graduate School for approval. If approved the form must then be submitted to the University Registrar's Office, 105 Hanes Hall, CB#2100.

I certify that this student's academic workload is equivalent to full-time status.

\_\_\_\_\_  
(Department Chair) (date)

\_\_\_\_\_  
(Dean of the Graduate School) (date)