University of Dayton Graduate School
Instructions for Completing the Certification Request for
Half-time, Full-time or Continuing Service Status
(This form is for graduate student use only.)

Course load requirements vary by department. In order to be considered full-time or half-time in the UD student information system, a graduate student must generally be registered for a minimum of 6 or 3 semester credit hours, respectively. However, there are occasions when a student might be completing a course or other degree requirements, but not pursuing a full- or half-time program of study in the usual sense.

This form is designed to allow authorized exception requests to be processed for students who are working on their degree requirements, although their registration status does not reflect it. With the attached form, students may request certification for half-time, full-time or continuing service status.

- ● Full-time certification means that a student is engaged full-time in the completion of a graduate program of study.
- ● Half-time certification means that a student is engaged half-time in the completion of a graduate program of study.
- ● Continuing service certification means that a student is working on course(s) requirements but is engaged in less than half-time study.

If the certification is approved, the student's status is available electronically through the student information system. This information can be accessed by various offices on campus, such as housing, financial aid, payroll, the library and international student services. It is also reported electronically at least twice per semester to the National Student Loan Data System. Almost all lenders and guarantee agencies have access to this data.

Certification requests should be submitted prior to the beginning of the semester. Please follow the guidelines below when completing this form:

- Complete **one form for each semester requested.** The form is designed to be filled out online and printed for signatures.
- Submit certification requests prior to the beginning of the semester. **(The form cannot be submitted for approval until registration for that semester begins.)** Certification requests submitted after a semester begins will cause delays, and could affect eligibility in the financial aid process.
- Only current and past semesters may be verified. **Future semester requests will not be processed**.
- **Except in unusual circumstances, you may not be certified for more than three semesters, excluding summers. Exceptions will be approved only after consultation with the Graduate School.**
- Fill in all the fields on the form. Incomplete forms will be returned.
- Sign the form and submit it to your graduate program director.
- Students who require notification to offices outside of the University must make a Certification Request through the Office of the Registrar.
- International students on an F or J visa must use this form for academic course load reductions. If students require a course load reduction for medical or other reasons, they should contact the International Students Office. However, in all cases consult International Student Services concerning appropriate reductions allowed by U.S. Immigration Services to maintain your legal immigration status.

Program directors will forward this form to the associate dean of the student's school or college for signature and approval. It is the responsibility of the program director and associate dean to verify that the exception requested is valid. **The form is then forwarded by the appropriate dean's office to the Graduate School for final processing.** *Please note that approval of both your department and the associate dean of your college or school are necessary for certification. You will be notified by the Dean's office if this request is not approved.*

The CSR/RES courses will be listed on your transcript for zero credits. No tuition charges will apply. However, the $25 university fee will be charged for each semester certified. You will be billed by the Bursar's Office for this fee. Please do not send payment when submitting the form.

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UNIVERSITY OF DAYTON GRADUATE SCHOOL
Certification Request for Half-Time / Full-Time / Continuing Service Status
For Graduate Student Use Only

*Please read detailed instructions included with this form prior to completing it. **The form is designed to be filled out online and then printed for signatures.** Completed forms should be submitted to your graduate program director.*

Name: **Student ID No:**

Address:

Email:

Daytime Phone:

Academic Program: **Visa Type (if applicable)**   **F1**   **J1**

Certification requested (check one):
Continuing Service (CSR 111):   Half-time (RES 555):   Full-time (RES 999):

Term: Fall: Spring: Summer 3:   (Summer 1 and/or 2 covered under Summer 3)
Year:

During the term specified above, which activities are you participating in (check all that apply)**:**

- ☐ Completing course requirements from a previous semester (Not applicable for F1 or J1 visa holders)
- ☐ Thesis / dissertation research
- ☐ Preparing for comprehensive / general examination (Not applicable for F1 or J1 visa holders)
- ☐ Internship / externship / practicum required by the program
- ☐ Cooperative Education
- ☐ Lalanne program

Have you applied to UD for financial aid for the semester you're requesting certification?
          Yes   No

Date: _____ Student's Signature: _____

Internal Use Only

I concur with the student status as indicated above. (No Registrar action is permitted without the signature of the Associate Dean, GPCE). Approval signatures must be obtained in the order listed below.

1) Program Director/Chair Signature _____   Date: ____/____/_____

2) Associate Dean Signature _____   Date: ____/____/_____

3) International Student Services _____   Date: ____/____/_____
    (Needed for J1 or F1 Visa only)

4) Executive Director Signature _____   Date: ____/____/_____
    Graduate Academic Affairs

      Graduate School: ___/___/____   Registrar Action: Processed on ____/____/_____

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