



FULL-TIME AND HALF-TIME EQUIVALENCY

FOR GRADUATE STUDENTS ONLY

ABOUT FULL-TIME AND HALF-TIME EQUIVALENCY

The University defines full-time course work as enrollment in a minimum of 12 credits in one semester (the two summer sessions combined are regarded as one term); this load is considered to be the equivalent of 40 hours of study per week. Half-time status is defined as enrollment in a minimum of 6 credits in one semester. Students may be certified as having full-time or half-time equivalency for an academic term under several conditions that are explained below under Equivalency Requirements.

LIMITATIONS AND RESTRICTIONS

Students should be aware of the limitations on the number of times equivalency may be granted, and plan their programs accordingly. They should also understand that equivalencies carry no credit value toward the degree. In addition, full-time equivalency status may affect financial aid. Financial aid is based on billable credit hours (the actual number of credits for which a student is enrolled) and not any additional approved equivalency credits that a student is eligible to receive. Please consult the Office of Financial Aid for more information.

EQUIVALENCY REQUIREMENTS

Gallatin may certify full-time or half-time equivalency under any of the following circumstances:

1. A student who is **working full-time on the thesis and is registered for either Thesis and Defense or Thesis Advisement** may be granted full-time or half-time equivalency for up to a maximum of *four semesters*;
2. A student who is **taking the last credits needed for the degree**, excluding the 3 credits for Thesis and Defense, may be considered full-time even if she/he is registered for only 1 credit; she/he may not, however, be considered full-time if she/he takes fewer credits than needed to get a total of 37; this form of equivalency may be granted *one time only*.
3. A student working as a **Graduate Assistant or Research Assistant** at NYU for at least 20 hours per week may be granted full-time equivalency if she/he is registered for at least 6 credits, or half-time equivalency if she/he is registered for 3 to 5 credits; a student is eligible for this equivalency for as many semesters as she/he works as a Graduate Assistant or Research Assistant;
4. A student who is taking an approved graduate class at another university as **concurrent registration** may be eligible for full-time equivalency, if the student is enrolled for a combined total of 12 credits or more at both NYU and the other institution, or half-time equivalency, if the student is enrolled for a combined total of 6-11 credits at both NYU and the other institution. Equivalency may be required for eligibility for insurance, financial aid or visa status. Keep in mind that NYU financial aid grants and scholarships are awarded on the basis of courses taken at NYU only.

APPLICATION PROCEDURES

Students who wish to apply for equivalency must submit the attached form (with the necessary signatures) to the Gallatin School (715 Broadway, 6th Floor) **no later than two weeks before the first day of classes** in the semester for which equivalency is requested. Students must be registered before equivalency can be posted on their record. The Gallatin School will not be held liable for any loans returned to the lender as a result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions and deadlines related to their loans.



FULL-TIME AND HALF-TIME EQUIVALENCY APPLICATION

FOR GRADUATE STUDENTS ONLY

NAME _____ SEMESTER/YEAR OF EQUIVALENCY REQUEST _____
 ID # _____ PHONE _____
 ADDRESS _____ E-MAIL _____
 ADVISER _____

Please see the cover page for details regarding equivalency requirements and application procedures. This form should be submitted to Gallatin no later than two weeks before the first day of classes.

STATUS YOU ARE APPLYING FOR: FULL-TIME STATUS
 HALF-TIME STATUS

REASON YOU QUALIFY FOR THIS STATUS:

- I AM WORKING FULL-TIME ON MY THESIS
- I AM FINISHING MY 37TH CREDIT TOWARD THE DEGREE
- I AM WORKING 20 (OR MORE) HOURS PER WEEK AS A GRADUATE ASSISTANT OR RESEARCH ASSISTANT
- I AM ENROLLED CONCURRENTLY AT ANOTHER UNIVERSITY

NUMBER OF TIMES YOU HAVE BEEN GRANTED EQUIVALENCY STATUS BEFORE: _____

COURSES AND CREDITS YOU ARE REGISTERED FOR AT NYU:

<i>Course number</i>	<i>Course title</i>	<i>Credits</i>
----------------------	---------------------	----------------

REQUIRED SIGNATURES

Student's Signature

Date

Adviser's Signature

Date

FOR ADMINISTRATIVE USE ONLY.

- FULL-TIME EQUIVALENCY IS GRANTED
- PART-TIME EQUIVALENCY IS GRANTED
- EQUIVALENCY IS NOT GRANTED

Gallatin School Approval

Date