



GRA Full Time Status Exemption Form

GRADUATE SCHOOL

4202 East Fowler Ave, BEH304
Tampa, FL 33620-8470
TEL: (813) 974-2846
<http://www.grad.usf.edu/>

Purpose/Eligibility:

This form is used to request an exemption to fulltime enrollment status for Graduate Research Associates /Assistants (9181 or 9182) who have continued funding by contracts or grants (i.e., both stipend and tuition) and only have thesis or dissertation hours remaining.

In order to qualify, the student must have:

- Successfully completed all required degree course work;
- Successfully passed qualifying exams and/or comprehensive exam (if required in degree program);
- Only thesis and/or dissertation to complete;
- At least a 3.00 overall and program GPA;
- Never been on academic probation in their current graduate degree program;
- Been employed the previous two consecutive semesters by a grant and/or contract in which the C&G provided both the stipend and tuition payment; and
- Continued funding from a contract or grant (i.e., both stipend and tuition).

If the above requirements are met, the GRA needs only register for two credit hours.

Approvals:

Exemption to the full-time enrollment policy can only be granted with approval from the Graduate Program Director, College Dean (or representative) and Graduate School Dean (or representative).

Deadlines:

To be eligible for exemption, this request **must** be in the Graduate School Dean's office no later than the first day of classes in each semester. This form must be completed for each semester that an exemption is requested from the Graduate School.

Limitations:

This exemption is limited to a maximum of three semesters per GRA per graduate degree being sought.

Effect on Health Insurance Eligibility:

If approved for full-time enrollment (FTE) status exemption the graduate assistant's health insurance eligibility will not be adversely affected as long as the graduate assistant maintains at least a .25 FTE appointment and continues to meet Graduate School eligibility requirements, excluding full-time enrollment status.

Completing the Form:

The Academic Program Director will be responsible for completing this form for students in their program that require an exemption. Once completed, the Academic Program Director will forward the form to the Academic College Dean's Office (or representative) for approval. The Academic College will then forward to the Graduate School for final approval. The Graduate School will communicate decisions via email to the Academic College and Program Director.



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International Student Yes ___ No ___

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DEADLINE: To be eligible for exemption to full time enrollment, the completed form must be received by the Graduate School no later than the first day of classes in each semester.

Form Routing: ► Academic Program Director ► Academic College Associate Dean ► Graduate School Dean

The following Graduate Research Assistants/Associates qualify for exemption to fulltime enrollment status:

Year:	Semester:		<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring		
	U ID#	Last Name	First Name	Hiring Dept	*Qualifying Date Range	Current GPA	
1							
2							
3							
4							
5							
6							
7							
8							
9							

***Note: Qualifying Date Range:**
 Refers to the range of dates in which the student was previously hired on a contract or grant.

Academic Graduate Program Director

Name:	Ph:	Email:
Signature:	Date:	

College Associate Dean for Academic Affairs (or representative)

I certify that the above named students have never been on academic probation and have been fully supported (i.e., stipend and tuition) through contracts and/or grants the previous two consecutive semesters.

Signature:	Date:
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Graduate School Dean

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signature:	Date:
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