

ACADEMIC YEAR 20__ – 20__

TO: THE PROGRAM DIRECTOR

RE: ENROLLMENT CERTIFICATION OF DOCTORAL STUDENTS

Although the federal regulations governing financial aid require registration of at least 4.5 credit hours, special consideration may be granted under certain conditions to doctoral students working on their dissertation. The following criteria established within the parameters of government regulations allows those students who meet certain requirements to be considered at least half-time equivalent for the purpose of loan deferment.

1. Student should have completed all course work
2. Classified as post-qualifying
3. Enrolled in less than 4.5 credits
4. Working on dissertation
5. Not categorized as Matriculation Continued
6. Registered for a minimum of 1 credit of research per term and in contact with the Committee on Dissertation

If a doctoral student meets the above criteria, have him/her complete Section I in order to be considered half-time equivalent and return the form to you for completion of section II. Please complete Section II and send the form to the Registrar's Office on the Busch Campus. It is to the student's advantage to return the form as soon as possible after the start of the fall semester.

**SECTION I
TO BE COMPLETED BY STUDENT**

NAME _____ DATE _____

DEGREE PROGRAM _____ SCHOOL _____

DO YOU WISH CONSIDERATION FOR DEFERRMENT: YES ____ NO ____

If you wish to be considered for a loan deferment, submit the completed form (Sections I and II) to the Office of the Registrar for each academic term.

I HAVE READ AND UNDERSTAND THE LIMITS OF ELIGIBILITY BASED UPON THE REQUIREMENTS SPECIFIED ABOVE.

Student's Signature

SECTION II
TO BE COMPLETED BY THE GRADUATE PROGRAM DIRECTOR

STUDENT'S NAME _____

RUID # _____

The above-named student who is completing Ph.D. program requirements, has requested to be considered half-time in order to meet the requirements for a loan deferment. In as much as credit hours may not be reflective of actual work requirements in post-graduate studies, federal guidelines allow for a careful evaluation of the student's curriculum and an academic determination confirming the required research and/or writing activity in connection with dissertation to be the equivalent of at least half-time study. **The above-named student's course work, research, and/or writing activity must amount to the equivalent of a minimum of 4.5 credit hours per term to be considered as a half-time student.**

It is important that the Graduate Program Director carefully consider the status of the student, keeping in mind that federal guidelines necessitate close scrutiny of the student's activities in order to insure that proper evaluation of his/her financial eligibility for loan deferment is done accurately. This will also preserve the integrity of the deferment provisions for students applying in the future.

GRADUATE PROGRAM DIRECTOR _____

PROGRAM _____ SCHOOL _____ EXT. # _____

ENROLLMENT STATUS:

The applicant is considered to be progressing at the equivalent of a HALF-TIME student, matriculated, and in good standing for the following term: YEAR _____

FALL 20__ : YES ___ NO ___ SPRING 20__ : YES ___ NO ___

If for prior years, please note the years here _____

ANTICIPATED DEGREE DATE: _____

Month and Year

Do you recommend this applicant for continuation of deferment? YES ___ NO ___

Signature of Graduate Program Director _____ Date _____

PLEASE RETURN TO THE REGISTRAR'S OFFICE:

ATTN: Eric J. Decker
Office of the Registrar
Rutgers University
Records Hall
620 George Street, Suite 139
New Brunswick, NJ 08901
ejdecker@registrar.rutgers.edu