

*Performance Studies* 2008-2009New York University\*Tisch School of the Arts\*721 Broadway, 6<sup>th</sup> fl

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APPROVAL TO MAINTAIN MATRICULATION AND  
FULL-TIME/HALF-TIME EQUIVALENCY STATUS FORM*Submit this completed form.*

NAME \_\_\_\_\_

SEMESTER \_\_\_\_\_

University ID- N\_-----

DEGREE: MA or PhD.

**PhD.'s still covered under GSAS waivers please skip to Step #3. Do not register using the codes listed below! All other students please proceed to step #1 including Corrigan Fellows (3<sup>rd</sup> and 4<sup>th</sup> year).**

Step #1. Register online via Albert by logging on to NYU Home.

	<u>Course</u>	<u>Fall 2008</u>	<u>Spring 2009</u>
Step #2. Ph.D. Students register for	G47.4747.003	30577	30540
MA Students register for	G47.4747.002	30576	30539

Step#3- Fill out information requested below and get advisor approval. Then mail, fax or e-mail a scanned copy of this form (attach e-mail approval if applicable) to the Administrative Director, Noel Rodriguez, Jr. at [nr22@nyu.edu](mailto:nr22@nyu.edu). Once your approved form is received your equivalency will be posted to complete the matriculation process.

For a student **Maintaining Matriculation:** The above named student is maintaining matriculation by fee during the indicated semester under the supervision of faculty advisor

Professor \_\_\_\_\_ and will be engaged in:

- Full-time work (minimum of 40 hours/week)
- Half-time work (minimum of 20 hours/week)

For a student **registered for coursework:** The above named student is registered for \_\_\_\_\_ credits (less than 12) during the indicated semester, but will be working equivalent to full time status due to the following circumstances:

\_\_\_\_\_  
Signature of Student Advisor\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Student\_\_\_\_\_  
Date

Matriculation Policies

This form must be completed any time a student is asking to be certified for full or half-time equivalent. There are several situations when this might occur:

- 1.) The student is maintaining matriculation and wishes certification, usually for loan deferral.
- 2.) The student is registered for less than 12 points but needs to prove her/his work is equivalent to full-time status.
- 3.) International students with J-1 or F-1 visas must have full-time student status.

The University is responsible for assuring outside agencies that full-time status is being granted on a consistent and appropriate basis. The limits on the number of years a student may claim full-time status correspond with times limits to degree, three years for master's students, seven years for Ph.D. students.