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#### FULL-TIME/PART-TIME STUDENT STATUS

Student enrollment status designations are used to qualify various students for loan deferments, Veterans Administration payments, insurance discounts, and Seattle University employee tuition remission benefits. In some cases applicants to graduate schools will also request verification of enrollment status.

# I. <u>Undergraduate Students</u>

- A. Full time: 12 or more quarter credits. (To qualify for some types of financial aid, however, completion of 15 credits each quarter is required)
- B. Three-quarter time: 9, 10, or 11 quarter credits
- C. Half-time: 6, 7, or 8 quarter credits
- D. Less than half-time: 4 or 5 quarter credits
- E. One-quarter time: 1, 2, or 3 quarter credits

### II. Master's Degree and Educational Specialist Candidates

- A. Full time: 8 or more quarter credits. (The credits may be comprised of formal coursework, as well as independent study, internships, research, projects, or thesis.) A minimum of 9 quarter credits is required for any graduate student attending on a student visa.
- B. Three-quarter time: 5, 6, or 7 quarter credits. (The credits may be comprised of formal coursework, as well as independent study, internships, research, projects, or thesis.)
- C. Half-time: 3 or 4 quarter credits. (The credits may be comprised of formal coursework, independent study, internships, research, projects, or thesis).
- D. One-quarter time: 2 quarter credits
- E. Less than one-quarter time: 1 quarter credit

## III. <u>Doctoral Program Students - Educational Leadership</u>

A. A doctoral student in Educational Leadership is a full-time student whenever enrolled for 8 or more credits in a quarter <u>or</u>, if enrolled in fewer than 8 credits, upon written verification from the department chairperson that the total study during the quarter is equivalent to 8 credits. Total study includes items such as continuing projects, independent study, internships, and multi-quarter courses as well as the specific credit registered for during the quarter.

B. As long as an active degree seeking doctoral student is continuously enrolled, he/she is at least a half-time student. No other verification is necessary to establish half-time status.

## IV. Exceptions and Variations

Summer sessions are shorter than other terms; classes meet for longer periods and/or more frequently. The Veterans Administration considers these factors when calculating full-time/part-time status and adjusts payments accordingly.

To accommodate the documented needs of a student with disabilities, a university official appointed by Disability Services may designate the student as full time at a specified number of hours. Students who are so designated are entitled to the same services, benefits, rights, privileges, and responsibilities as all students with full time status. Some services may be prorated, such as financial aid, if equal opportunity to benefit from the service is maintained. The full time status designation would not apply to any program or activity in which it would cause a fundamental alteration (e.g. programs that require students to proceed as a cohort).

Note: To retain eligibility for benefits under federal student aid programs (i.e. loan deferments, etc.), all students must maintain 6 credit hours as undergraduate students or 3 credit hours as graduate students.

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