

The Graduate School, University of Minnesota
Application for ADVANCED MASTER'S STATUS

(Full-time status with one-credit registration)

Graduate School students who meet advanced master's status may request permission to enroll for a specific one-credit registration (xxxx-8333) that certifies students as full-time.

Once this form is completed, signed by the student's adviser and the Director of Graduate Studies, it must be submitted to the Graduate Student Services and Progress Office (GSSP) in 333 Robert H. Bruininks Hall for final approval. **The form must be completed each term the student wishes to register for the full-time equivalent benefit.** See reverse for step-by-step instructions and additional information.

PLEASE NOTE DEADLINES FOR SUBMISSION:

August 15th for the following **fall term***
December 15th for the following **spring term***
May 15th for the following **summer term***

*The Graduate School will check for current term grades prior to approving the application.

To be completed by the student

Name _____ ID# _____
(Please print) Last First Middle

Major Program _____ UMN Email _____

In addition to meeting the above requirements I affirm that I will be working full-time on my graduate research and/or writing my thesis during the term for which this one-credit, full-time status registration is requested.

Term and year requested:

Fall
Spring
Summer 20_____

Signature of student Date

To be completed by the adviser and Director of Graduate Studies

I affirm that the student is eligible and intends to work full-time on graduate research and/or writing of the thesis during the term for which this one-credit, full-time status registration is requested.

Adviser's name (please print) Adviser's signature Date

DGS' name (please print) DGS' signature Date

Note to department: Upon Graduate School approval, please notify your payroll administrator of the student's new status immediately.

Graduate School Use Only

Approved Denied

Comments: _____

Graduate School Officer signature Date

Instructions for filing the APPLICATION FOR ADVANCED MASTER'S STATUS (Full-time status with one-credit registration)

Before registering for xxxx 8333 (full-time status with one-credit registration), students must establish advanced master's status. To establish status, Master's students must file the Application for Advanced Master's Status form with the Graduate Student Services and Progress Office (GSSP) in 333 Robert H. Bruininks Hall by the term specific deadline.

This is a **one-term** benefit. To be considered for an extension of the benefit, students must meet with the adviser to determine satisfactory academic progress and to get approval to continue in the status. The student must complete this form **every** semester s/he wishes to register for the full-time equivalent benefit.

Students become eligible for advanced master's status the term **after** completing the following requirements:

- a) approved master's Degree Program Form is on file with The Graduate School
- b) all coursework included on the Degree Program Form is complete, with grades posted to the transcript prior to the term of application
- c) if Plan A, the master's thesis credit requirement (10 semester credits of xxxx 8777) has been met
- d) if Plan B, all coursework is complete and **only** the Plan B project is not graded
- e) the Request for Advanced Master's Status form has been completed by the DGS and submitted to the GSSP Office (333 Robert H. Bruininks Hall) by the following deadlines:

August 15th for the following **fall term**
December 15th for the following **spring term**
May 15th for the following **summer term**

Note: The Graduate School will check for current term grades prior to approving application.

Instructions for Filing:

- a) The student submits this form to his/her department. The department verifies eligibility, recommends the request (Adviser and DGS signatures), and submits the request to the GSSP Office for final review and approval.
- b) GSSP office renders decision, notifies the student and DGS, and codes the registration system to allow registration for the full-time equivalent benefit (xxxx 8333). If the student is not eligible to hold the benefit, an explanatory e-mail will be sent to the student and the DGS.
- c) Once approved and notified, the student registers for xxxx 8333 **before the end of the registration period**. (Registration is open through the second week of each term. Late registration fees are assessed on the first day of the term, by the Office of the Registrar.)
- d) The application is returned to the department and kept on file in the program office.

PLEASE NOTE CAREFULLY:

- 1) Students should register for the 1 credit of xxxx 8333 **only**. Generally assistantships pay for only the 1 credit advanced status registration; students are then personally responsible for costs of additional registrations, *including audited* courses, in the term in which they register for the FTE option.
- 2) If the student is registering during the second week of the term s/he must contact the GSSP office (612.625.3490 or 333 Robert H. Bruininks Hall) for an additional registration permission code.
- 3) **UNDER NO CONDITIONS ARE DEPARTMENTS PERMITTED TO GIVE PERMISSION NUMBERS FOR THIS REGISTRATION STATUS.**

For questions regarding this form please contact gssp@umn.edu.