REQUEST FOR DESIGNATION OF FINAL HOURS

FINAL HOUR POLICY

Registration for Final Term

It is a requirement that a student be registered for the semester or summer session in which he or she graduates.

Final Credit Hours

A student in their final semester or summer session registering only for thesis or dissertation may register for “final hours.” A Ph.D. student must register for a minimum of 3 semester credit hours; a M.S. student must register for a minimum of 1 semester hour. When a student declares “final hours” for a semester the student shall be considered enrolled in a full-time course load for that semester. The student pays tuition based upon the number of credit hours for which he or she registers.

A student may register for final credit hours only once during their degree program.

INSTRUCTIONS FOR FINAL HOUR DESIGNATION

1. Read the Final Hour Policy as stated above.
2. Complete Section I.
3. Section II must be signed and approved by your Committee on Graduate Studies Chair.
4. Return this completed form to the Registrar’s Office by the 1st official class day of the Final Term. Any forms received after the deadline will not be processed.
5. Once this completed form has been received, the Registrar’s Office will process and register the student for the minimum number of hours as set forth by the policy above.

SECTION I: STUDENT INFORMATION AND ACKNOWLEDGEMENT

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>HSC ID</th>
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Current Degree Plan (check one):  □ MS  □ PhD

Requesting Final Hour for:

<table>
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<tr>
<th>Year</th>
<th>Term</th>
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I have read the current Health Science Center Final Hour Policy and understand the terms as stated above. My signature below acknowledges my understanding of the policy.

Student Signature  Date

SECTION II: DEPARTMENT APPROVAL

The above student is approved to enroll for the following Final Hours for the term indicated above:

□ 1.0 credit hours  (MS students only)
□ 3.0 credit hours  (PhD students only)

COGS Chair Signature  Date

OFFICE USE:

____-____-____  Verification of Final Hours (1st Time)
____-____-____  Registration of Final Hours (1.0 for MS, 3.0 for PhD)
____-____-____  Designation of Final Hours (Program/Plan & Term Activation)