The Graduate School
The Lutheran Theological Seminary at Philadelphia

FULL-TIME/PART-TIME FINANCIAL AID STATUS DURING THE WRITING PHASE

Advanced-level students engaged in the writing of projects, theses, and dissertations may elect to declare themselves as either part-time or full-time for purposes of deferring loans or obtaining loans, grants or scholarships while not enrolled in course units. Students are eligible to declare themselves as active part-time or full-time based on the following criteria:

a) Students must have completed all their program-required course units.
b) Students must have registered with the Registrar their project, thesis, or dissertation
c) Students must be in academic good standing and may not be on financial hold.
d) Students must submit this form during each academic year of eligibility.
e) Forms must be filed before the end of the Add/Drop period of the semester.
f) Students in "Writing Status" remain liable for all mandatory program fees (e.g., program continuation, program extension, seminary services fees, etc.).
g) Students may not have reached the maximum time limit on eligibility for part-time or full-time writing status (see limits below).

Please note: Students who are writing full-time will need to take responsibility for contacting the seminary to enroll for healthcare insurance, if they desire it.

Maximum time limits for active writing status:

DMin Project..... One full academic year, listed as half time

STM Thesis..... Up to one full academic year (two semesters) listed as full time, ***OR***
Up to two full academic years (four semesters) listed as half time

PhD Comprehensive Exams ..... Up to one full academic year (two semesters) listed as full time

PhD Dissertation..... Up to one full academic year (two semesters) listed as full time, ***PLUS***
Up to three additional full academic years (six semesters) listed as half-time

Submit this entire form to the Office of Graduate Studies. Make a copy for your records.

STUDENT NAME: _____
[Last] [First] [Initial]

ADVISOR: _____ **DEGREE:** _____

ACADEMIC SEMESTER AND YEAR: _____

STATUS REQUESTED:

- ☐ **FULL-TME**
- ☐ **PART-TIME**

ANTICIPATED GRADUATION DATE: _____

SIGNATURE: _____ **DATE:** _____