

# 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 Office of the University Registrar 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 Office of the University Registrar 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

<b>Last Name</b>	<b>First Name</b>	<b>HSC ID</b>

<b>Current Degree Plan</b> (check one):	<input type="checkbox"/> <b>MS</b>	<input type="checkbox"/> <b>PhD</b>
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<b>Requesting Final Hour For:</b>		
	Year	Term

<b>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.</b>	
<b>Student Signature</b>	<b>Date</b>

## SECTION II: REGISTRATION FORM & DEPARTMENT APPROVAL

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

Course #	Section Class #	Course Title	Units
			1.0 credit hours ( <i>MS students only</i> ) 3.0 credit hours ( <i>PhD students only</i> )
<b>COGS Chair Signature</b>			<b>Date</b>

OFFICE USE:
____-____-____ Verification of Final Hours ( <i>1<sup>st</sup> Time</i> )
____-____-____ Registration of Final Hours ( <i>1.0 for MS, 3.0 for PhD</i> )
____-____-____ Designation of Final Hours ( <i>Program/Plan &amp; Term Activation</i> )