

**Master's Level Graduate Research Assistant  
Certification of Eligibility to Enroll in Fewer than Six Hours  
University of Kansas, Lawrence**

In certain master's degree programs, students who are in the final semester may be able to complete the course and hours requirements for the degree while enrolling in fewer than six hours. Such students may enroll in fewer than six hours and still retain eligibility to hold a position as a Graduate Research Assistant (GRA) provided that the student will not be continuing in a doctoral program at the University of Kansas.

Please note that the option of enrolling in fewer than six hours during the final semester is available only to master's students with **GRA** appointments. It is not available to master's students with **GTA** appointments. If the student does not complete the master's program in the specified academic term, he or she will be required to enroll in six hours the following term in order to retain GRA eligibility.

In order for a master's level GRA to enroll in fewer than six hours during the final semester, the departments must provide the information required below and the graduate division of the College or the school must verify it.

\_\_\_\_\_, ( \_\_\_\_\_ ), is a master's degree candidate  
(student name) (student #)

in the \_\_\_\_\_, \_\_\_\_\_ offered by the  
(degree program name) (degree program code)

\_\_\_\_\_  
(College or School name)

He/She meets ALL of the following requirements:

- 1) is in the final semester of the master's program,
- 2) needs fewer than six credit hours to complete the program requirements for the master's degree,
- 3) and will not be enrolling in a doctoral program at KU, and thus is eligible to enroll in fewer than 6 credits during the \_\_\_\_\_ semester.  
(circle one) (year)

\_\_\_\_\_  
Student's advisor or departmental graduate advisor/director (date)

\_\_\_\_\_  
Associate Dean/Director, College or School (date)

\_\_\_\_\_  
Graduate Studies (date)

When both the departmental representative and the Graduate Division representative have reviewed and signed this certification, a copy is to be sent to Graduate Studies. Graduate Studies will provide the information to the Payroll Office and the Office of Budget Management and Fiscal Services as appropriate.

Routing: Department ➡ School/College ➡ Office of Graduate Studies ➡ Payroll

Revised 04/19/11