



Full-Time Equivalency Request for F-1 students

Please allow 7 full business days for processing a complete application

Full-Time Equivalency is a type of authorization granted to students which allows the student to be enrolled in less than full-time credits but to be considered enrolled full-time to maintain their student status.

Full-time enrollment at St. Cloud State University:

Undergraduate = 12 credits / Masters = 8 credits / Doctoral = 6 credits

To be completed by the student:

Last Name: _____ First Name: _____

SCSU ID#: _____ Degree Level: _____

Major: _____ Phone number: _____

SCSU e-mail: _____ Personal e-mail: _____

Expected date of graduation: _____ Major: _____

Academic term for Reduced Course Load request: _____ (Term/Year)

If you need to drop/withdraw from a course/s you must submit a copy of this form to **Records & Registration (AS118)** and list the course number/s:

1) _____ 2) _____ 3) _____ 4) _____

Note: If you are withdrawing from a course after the withdrawal deadline, you must review and complete any Registration Petition documents as required by the Office of Records and Registration. For more information, view here: <http://www.stcloudstate.edu/srfs/withdrawals/default.aspx>

Do you have an on-campus job: _____ YES _____ NO

*If you have an on-campus job you must submit a copy of this form to the **Payroll Department (AS 122)**.*

By signing below, I hereby understand that I must receive prior authorization for a full-time equivalency request and that it must be relevant to the current academic term.

Student Signature: _____ Date: _____

To be completed by the Academic Advisor:

- ___ 1. **Authorized participation in full-time Curricular Practical Training (CPT):** The student will be participating in an alternate work/study, internship, co-operative education, or other type of internship/practicum.

Please attach to Curricular Practical Training (CPT) application.

The student must remain enrolled in **at least one credit** related to their CPT for *every semester* of approved CPT, including the summer session.

Please list the student's CPT course information:

Course number: _____ # of credits: _____ Term: _____

Please list any other course/s in which the student will be registered while participating in CPT:

Course number: _____ # of credits: _____ Term: _____

Course number: _____ # of credits: _____ Term: _____

- ___ 2. **Concurrent enrollment:** The student is taking classes at St. Cloud State University and another SEVIS-approved institution in order to be enrolled in a full-time course load.

Please attach to Concurrent Enrollment application.

- ___ 3. **Masters/Doctoral students working on a culminating project/dissertation/starred paper/thesis/capstone:**
The student is required to participate in a culminating project/dissertation/starred paper/thesis/capstone in order to complete his/her degree requirements.

The student must remain enrolled in **at least one credit** related to the **culminating project/dissertation/starred paper/thesis/capstone** for *every semester* (including the summer if it is the last semester).

Please list the student's culminating project/dissertation/starred paper/thesis/capstone course:

Course number: _____ # of credits: _____ Term: _____

Please list any other course/s in which the student is currently registered:

Course number: _____ # of credits: _____ Term: _____

Course number: _____ # of credits: _____ Term: _____

Course number: _____ # of credits: _____ Term: _____

As the academic advisor, I am aware of the circumstances described above, have reviewed the educational implications for this student and agree with the above reason for this exception.

(Signature of Academic Advisor)

(Date Signed)

(Name – Please Print)

(Phone)

(Academic Department)

Center for International Studies USE ONLY

*****Extenuating circumstances maybe approved by the Primary Designated School Official (PDSO). Requires PDSO signature.*****

Approved: ___ YES ___ NO If yes, ISRS Code: _____ If no, reason: _____

Signature of Center for International Studies advisor: _____ Date: _____

St. Cloud State University
Graduate Academic Record
720 Fourth Avenue South
St. Cloud MN 56301 4498

Date of Issue: 08/24/2020 Page: 1 of 1
Student Campus ID: 14701176

Course										Credit		GPA		GPA		Course										Credit		GPA		GPA	
Subj	Nbr	Title	Credit	Grade	Earned	Credit	Credit	Pts		Subj	Nbr	Title	Credit	Grade	Earned	Credit	Credit	Pts		Subj	Nbr	Title	Credit	Grade	Earned	Credit	Credit	Pts			
***** St. Cloud State University *****																															
Fall 2019																															
Graduate																															
EM	660	Engineering Project Mgmt	3.00	A	3.00	3.00	12.00																								
EM	662	Supply Chain & Logistics	3.00	A	3.00	3.00	12.00																								
EM	664	Production/Operatn Mgmt	3.00	A	3.00	3.00	12.00																								
GRAD	Term	Att:	9.00	Earn:	9.00	GPA	Crs:	9.00	GPA	Pts:	36.00	GPA:	4.00																		
****	Cum	Att:	9.00	Earn:	9.00	GPA	Crs:	9.00	GPA	Pts:	36.00	GPA:	4.00																		
Spring 2020																															
Major: Engineering Management																															
Academic disruption was created by the COVID-19 global pandemic. Alternative																															
grading options and extended drop and withdrawal deadlines were observed.																															
EM	632	Engineering Economy	3.00	A	3.00	3.00	12.00																								
EM	663	Engineering Management	3.00	A	3.00	3.00	12.00																								
EM	665	Org Behavior/Perform Mgmt	3.00	A	3.00	3.00	12.00																								
GRAD	Term	Att:	9.00	Earn:	9.00	GPA	Crs:	9.00	GPA	Pts:	36.00	GPA:	4.00																		
****	Cum	Att:	18.00	Earn:	18.00	GPA	Crs:	18.00	GPA	Pts:	72.00	GPA:	4.00																		
Summer 2020																															
EM	667	Lean Six Sigma	3.00	A-	3.00	3.00	11.01																								
EM	680	Big Data Analytics Engine	3.00	A	3.00	3.00	12.00																								
EM	670	Culminating Project	3.00	IP	0.00	0.00	0.00																								
GRAD	Term	Att:	9.00	Earn:	6.00	GPA	Crs:	6.00	GPA	Pts:	23.01	GPA:	3.83																		
****	Cum	Att:	27.00	Earn:	24.00	GPA	Crs:	24.00	GPA	Pts:	95.01	GPA:	3.95																		
Fall 2020																															
EM	696	Capstone Project	1.00	Z	0.00	0.00	0.00																								
EM	560	Quality Engineering	3.00	Z	0.00	0.00	0.00																								
GRAD	Term	Att:	4.00	Earn:	0.00	GPA	Crs:	0.00	GPA	Pts:	0.00	GPA:	0.00																		
****	Cum	Att:	31.00	Earn:	24.00	GPA	Crs:	24.00	GPA	Pts:	95.01	GPA:	3.95																		
Career Graduate Summary - Semester Hours																															
Local:	Att:	31.00	Earn:	24.00	GPA	Crs:	24.00	GPA	Pts:	95.01	GPA:	3.95																			
Total:	Att:	31.00	Earn:	24.00	GPA	Crs:	24.00	GPA	Pts:	95.01	GPA:	3.95																			
* * * END OF ACADEMIC TRANSCRIPT * * *																															