

September 11, 2020

## **Graduate Medical Sciences: Minimum Standards for Full-Time Certification**

### **Effective fall 2020:**

Students are considered to be certified full-time when they are engaged in full-time progress with a minimum of 35 hours per week toward a degree. Students not awarded a full fellowship and who are registered for fewer than 12 credits will be engaged in full-time study in the program curriculum, in research pertinent to completion of degree requirements or to gaining competence in the field of study to be certified as full-time. Student time participating in a volunteer or community outreach activity may contribute but must be directly related to gaining competence in the student's field of study and must be documented (location, hours, supervisor contact) to demonstrate time commitment to the minimum standard of 35 hours per week. Documentation of volunteer hours will be submitted by the student to the program director.

Full-time certification requires a student complete a [Certified Full-Time \(CFT\) Status Form](#) that includes a complete description of how the student complied with the minimum requirements. This description may include indicating total hours of research, field work, practicum or directed study and documented volunteer and community outreach activities. Students must complete the CFT form prior to the semester registration deadline.

The form must be submitted electronically on the [GMS Student Forms](#) webpage for review by the GMS Registrar and approval by the student's program director or program advisor.

Full-time employees of Boston University and those with other full-time outside employment are not eligible for this status.