YESHIVA UNIVERSITY
WURZWEILER SCHOOL OF SOCIAL WORK
Ph.D. PROGRAM IN SOCIAL WELFARE

To: Doctoral Students who have completed course work and are now working on dissertation proposals or dissertations AND who have student loans.

From: Dr. Richard K. Caputo

Re: Completion of Equivalent Credit Form

The Equivalent Credit Form can be obtained from the secretary to the Doctoral Program, from the Registrar’s Office, and or the doctoral website, if it is not enclosed in your registration packet. It must be completed and submitted at the beginning of each semester, along with your registration form.

HOW TO FILL THIS FORM OUT:

The Credit Equivalency Form must be filled out if you are registered as a PT student, i.e., registered for 4+ credits and have pending loans. This form acts as a barrier which defers your loan repayment because you are currently attending/enrolled in school. The credits in which you plan to register for must be summed with your total equivalent credits, which is ALWAYS (8), giving you a grand total of (12), i.e., if you are registered for 4 credits (PT) + 8 Equivalent Credits = a total sum of 12 credits. Please remember to date and sign your credit equivalency form.

In completing this form, you must first determine how many hours per week you are devoting to your work on the proposal or dissertation, minimum being 20 hours and for how many weeks in each semester, minimum being 14 weeks.

Please note: The loan requirements assume that you are working intensively on your proposal or dissertation, over 20 hours a week for the semester, which runs 14 weeks.

STUDENTS WHO FAIL TO COMPLETE THIS FORM AT THE BEGINNING OF THE SEMESTER MAY JEOPARDIZE THEIR LOAN STATUS!