



**College of Liberal Arts and Sciences**

Department of Sociology and Criminology  
401 North Hall

University of Iowa  
20 West Davenport Street  
Iowa City, Iowa 52242-1223  
319-335-2502  
<https://sociology.uiowa.edu/>

**Graduate Student Short Hours Request Form**

1. Student name: \_\_\_\_\_
2. UID/HawkID: \_\_\_\_\_
3. Semester for short hours request (fall or spring, year): \_\_\_\_\_
4. Faculty advisor name: \_\_\_\_\_
5. Please select which of the following options will apply to you during the semester for your request (select all that apply):
  - Research in fulfillment of a degree requirement
  - Writing a dissertation or thesis
  - Preparing a prospectus
  - Gaining facility in a foreign language/other tools
  - Preparing for a comprehensive/final examination
  - Internship
  - Research/Teaching Assistantship (RA/TA)

By submitting this form, you certify that the information above is accurate. If this is your first short hours form, you certify that you have discussed your plans with your faculty advisor. No further action is necessary once the main office has confirmed receipt. Any student whose short hours form is rejected will be informed in a timely manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the main office (401 North Hall) or to [beth-watson@uiowa.edu](mailto:beth-watson@uiowa.edu).**

**Short hours details:** Any enrollment less than 9 s.h. is considered less than full-time for graduate students. A short hours form is recommended if a student may be obtaining financial aid and has a minimum requirement for enrollment or if the student may be deferring previous student loans and has a minimum requirement for enrollment. Further, IRS regulations state that a student employee has to be doing research in fulfillment of their degree and enrolled as at least a half-time student in order to qualify as exempt from FICA withholdings. International students should also be pay close attention to any enrollment minimums required of them. **Short hours, the short version:** If you're going to register for fewer than 9 s.h. it's a good idea to fill out a short hours form. Questions? Email [beth-watson@uiowa.edu](mailto:beth-watson@uiowa.edu) for assistance.