



**PART-TIME STATUS REQUEST FORM**

**Fall 2018 – Deadline to Submit Completed Form to Registrar: September 17, 2018**  
**Spring 2019 – Deadline to Submit Completed Form to Registrar: February 4, 2019**

To request part-time status, fill out the following information, obtain your Department Chair approval signature, and return to the Office of Student Services (110 Meyerson Hall). Please see the full policy on the back of this form.

**Student Information (please print clearly)**

<b>Date:</b>	<b>Term:</b>
<b>Full Name:</b>	<b>PennID:</b>
<b>Program(s):</b>	
<b>Email Address:</b>	
<b>How many course units will you be enrolled in this term?:</b>	
<b>Reason for Part-time Status Request:</b> <i>Please explain below:</i>	
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Student Name (Please Print)	Student Signature	Date
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**Approvals:**

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Department Chair or Program Director Name (Please Print) and Sign	Date
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Registrar Approval	Date
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### PennDesign Student Handbook: Enrollment Status

Course load at PennDesign is measured in course units. PennDesign is a full tuition school. See page 65 for tuition and fees. All active master's degree students are charged full tuition and fees by term regardless of the number of classes they enroll in for the term. PennDesign is a full-time school. Each degree program has established a specific curriculum for each semester that constitutes full-time. All PennDesign graduate students are charged full tuition and fees unless they request special permission from their Department Chair (*and only in special circumstances*). Part-time enrollment is strongly discouraged. PennDesign doctoral students are charged full tuition and fees for their first three years of study regardless of course enrollment. In year four, if coursework is completed the student is eligible for reduced tuition and fees.

- **Full-time:** 3-5 course units in a semester (*required by your department's curriculum*) is considered full-time status for PennDesign graduate students.
  - Doctoral students are considered full-time with 3-4 course units per term.
- **Part-time:** 2 or less course units
  - All PennDesign students are strongly discouraged from enrolling as part-time students. If you are intending to enroll in 2 or less course units for the fall 2016 or spring 2017 term, you **MUST** self-identify as a part-time student by completing the **Part-time Status Form** located online or in 110 Meyerson. The form requires the permission of your Department Chair. Upon receipt of your form the Registrar will code your record for a part-time tuition and fee adjustment.
    - Total tuition and fees for an individual course unit is \$6,036
  - Fall 2017 Deadline: **9/18/17**. Spring 2018 Deadline: **1/29/18**. This is the last possible date you can declare part-time status for the fall term however you are strongly encouraged to identify early to avoid billing problems.
  - Part-time international students **MUST** apply for **Reduced Course Load** with International Student and Scholar Services.
    - **Important Notice for International Students: for ISSS, part-time status is less than 4 course units. If you are enrolled in 3 or 3.5 course units, you are not eligible for a tuition/fee reduction but you must apply for an RCL with ISSS.**
  - Doctoral students are not eligible for part-time tuition/fee adjustment based on course enrollment.
  - Part-time Policy Exceptions: students in the following programs are considered part-time if they are enrolled in 3 or less course units however you **MUST** declare part-time status using the process outline above.
    - Master of Science in Historic Preservation students
      - (*who are required to participate in a 1 course unit summer course*)
    - Special Part-time Admits for City Planning and Urban Spatial Analytics
    - Stand-Alone certificate students
    - Students enrolled in the sub-matriculation program in City Planning
    - May 2017 Expected Graduates who completed the Architecture Summer Abroad program in or before summer 2016.
- **Overload:** All PennDesign students are discouraged from enrolling in more than 5 course units in a term, as reflected in your department's curriculum. Students are required to complete the **Overload Request** form and obtain the approval of their Department Chair to enroll in more than 5 course units in the fall. This form is located online or in 110 Meyerson. Fall 2017 Deadline: **9/18/17**. Spring 2018 Deadline: **1/29/18**. This is the last possible date you can declare overload status for the fall term however you are strongly encouraged to identify early to avoid course registration problems.
  - Graduate students who enroll in more than 5 course units for grades (*not audit*) for the fall or spring term(s) will be charged tuition for the additional course units after the add/drop period for the fall term (**9/19/17**) and spring term (**1/30/18**). Students will receive a confirmation email from the Registrar when the additional tuition has been applied to their student account.
  - Doctoral students who want to enroll in more than 4 course units must also have departmental permission; however, they are not charged additional tuition/fees.