

PART-TIME STATUS REQUEST FORM

Fall 2022 – Deadline to Submit Completed Form to Registrar: September 13, 2022

Spring 2023 – Deadline to Submit Completed Form to Registrar: January 24, 2023

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 or des-studentservices@design.upenn.edu). Please see the complete [Part-Time Enrollment policy](#) before completing this form.

Student Information (please print clearly)

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

Department Chair or Program Director Signature or Email Approval	Date
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Registrar Approval	Date
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