

PART-TIME STATUS REQUEST FORM

Fall 2019 – Deadline to Submit Completed Form to Registrar: September 10, 2019
Spring 2020 – Deadline to Submit Completed Form to Registrar: January 28, 2020

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)*

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>	

Student Name (Please Print) Student Signature Date

Approvals:

Department Chair or Program Director Name (Please Print) and Sign Date

Registrar Approval Date