

PART-TIME STATUS REQUEST FORM

Requests for Part-Time Status must be submitted to the Weitzman Registrar before the semester's course selection deadline

To request part-time status, fill out the following information, **attach your proposed course of study for the duration of the program**, obtain your Department Chair's approval signature, and return to the Office of Student Services (110 Meyerson Hall or des-studentservices@design.upenn.edu). Please read the [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>	

Student Name (Please Print) Student Signature Date

Approvals:

Department Chair or Program Director Signature or Email Approval Date

Registrar Approval Date