

**REQUEST FOR PART-TIME STATUS
DAY DIVISION (XRG)**

**WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR**

FALL SPRING Year: _____

STUDENT NAME: _____ CWID: A _____

Day Division students who must reduce their status to part-time (less than 12 credits in a given semester) may apply to do so by submitting this form. If approved, your tuition and fees will be calculated at the part-time rate.

I am requesting this status for the following reason: (check one)

_____ I am a graduating senior in my final semester.

_____ I am participating in the Disney internship program.

_____ Personal circumstances make it necessary for me to attend school part-time Please explain:

STUDENT SIGNATURE _____ DATE _____

Part-time status may be granted for one semester only. At the end of that semester, the student may:

(1) Return to full-time status;

(2) Transfer the matriculation to the Division of Graduate and Continuing Education, for continued part-time study. Graduating seniors may request an additional semester.

ENROLLMENT STATUS: This form does NOT allow the University to certify you as a full-time students. Only students with 12 credits or more will certified as full-time.

FINANCIAL AID: To maintain satisfactory academic progress (SAP) for continued financial aid eligibility, students must complete at least 21 credits during each academic year. Students may make up credits during a winter and/or summer sessions that immediately follow the term in which you withdrew from a course.

ATHLETICS: Please consult with the University's NCAA compliance officer to ensure your continued eligibility to play.

VETERANS: Please consult with Veteran's Affairs to ensure your benefits have not been affected.

PART-TIME STATUS APPROVED _____ DENIED _____

REGISTRAR'S SIGNATURE: _____ Date _____

Processed by: _____ Date: _____

Rev. 11/2012