



Office of the Registrar  
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# Application for Special Student (Part-Time) Status

For student pursuing the B.S. Degree on a part-time basis

\*\*Deadline for changing status to part-time is at least two weeks prior to enrollment day of the term.\*\*

### Part I: Please Print:

I request to be classified as a Special Student (Part-Time) Student for the \_\_\_\_\_ academic year.  
I acknowledge that I will be limited to a MAXIMUM OF ONE UNIT of registered activity per semester.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Current year: \_\_\_\_\_ Major: \_\_\_\_\_

\_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Please outline your plans for pursuing your degree on a part-time basis. What do you plan to register for in each specific term? In which term(s) do you plan to complete your remaining degree requirements?

Note: The completion of project degree requirements (MQP, IQP, Sufficiency) will not be recorded in the Registrar's Office after the 2<sup>ND</sup> day of a term unless the student is registered for a minimum of 1/6 unit of the same activity in that term.

Special Student Guidelines are detailed on the back along with the registration procedures. Please read them carefully – should you have any questions regarding special student status, please do not hesitate to contact the Registrar's Office (508-831-5211).

A TERM

B TERM

C TERM

D TERM

This certifies that I have read and understand the Special Student regulations and registration procedures as specified on the back of this form. I request that you review my records to determine my eligibility for Special Student status, and forward the results to my box or address above if not currently enrolled.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Restrictions that may apply: \_\_\_\_\_

## **Special Student Status**

The status of “Special Student” (SU) during the regular academic year is granted **ONLY** to those who petition and meet any of the following qualifications:

### **Qualifications:**

- 1) Persons pursuing a degree program over an extended period of time and who have a planned program which involves a **maximum of one unit per semester** throughout the academic year.
- 2) Students who have completed **four full years** of undergraduate academic work, satisfied the residency requirement, and must complete a limited amount of additional work to complete the degree requirement.
- 3) Students who wish to maintain special student (SU) status for the entire academic year.
- 4) Persons holding a baccalaureate degree before the start of the semester.
- 5) Persons wishing to take a specific course and who are not pursuing a degree program at WPI.

### **Status Restrictions:**

- 1) Special students may not engage in varsity/club sports, participate in extracurricular activities, and **are not eligible for financial aid or any form of on-campus student employment.**
- 2) Students who wish to enroll as special students **must apply for such status at least two weeks before enrollment day, Term A,** such status will allow a maximum of one unit per semester.
- 3) Special Students wishing to return as full-time students must be readmitted according to the procedures specified under “Readmission” in the Admissions section of the current Undergraduate Catalog.
- 4) If the final degree requirement to be completed is the qualifying project (SUFF, IQP, MQP) the student, if enrolled as a special student, **MUST** be registered for at least 1/6 unit of the same activity in the term in which the project is turned in and/or taken.

Should you have any questions or problems regarding special student status, please contact the Registrar’s Office (508-831-5211).