Worcester Polytechnic Institute
Office of the Registrar

# Undergraduate Part-Time or Full-Time Status Change

**Important Information:**

- **Deadline:** Submit requests to change status at least two weeks before the first day of A or C Term to registrar@wpi.edu.
- **Full-time status:** Students selecting to return to full-time status must be registered for at least 4/3 units (12 credits) and will be charged the full-time tuition rate for the fall and spring semesters.
- **Changing status again:** Students who wish to change from part-time to full-time status, or from full-time to part-time status, must submit this form again by the applicable deadline.

**Additional Information for Part-Time Students:**

- **Part-time status:** Students must be registered for *fewer* than 4/3 units (12 credits) and will be billed per credit for the credits in which they are registered, excluding WPE and ROTC courses.
- **Academic review:** Part-time students are reviewed academically at the end of each semester and must satisfactorily complete at least one-third of the academic activities for which they were registered.
- **Restrictions:** Part-time students may not participate in varsity or club sports or extracurricular activities. They are also not eligible for institutional aid, though they may be eligible for federal funding.

**Instructions:** Download this form and open in Adobe Acrobat Reader (necessary to enter signature), complete the form, then email to registrar@wpi.edu from your WPI email.

**Student Information:**

**Name:** _____ **WPI ID:** _____

**Email:** _____

**Requested Status Change:**

- I request to be classified as a **Part-Time Student** effective _____ semester.
- I request to be classified as a **Full-Time Student** effective _____ semester.

**Signature:** _____ **Date:** _____

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**Office Use Only**

**Registrar staff initials:** _____ **Date Processed:** _____

508-831-5211 (tel) 508-831-5931 (fax)

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wpi.edu/+registrar

sm: 10/9/2026