

# Worcester Polytechnic Institute

## Office of the Registrar

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

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### **Part I: Please Print:**

I request to be classified as a 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: \_\_\_\_\_

Email: \_\_\_\_\_

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, HUA) will not be recorded in the Registrar's Office after the tenth day of a term unless the student is registered for a minimum of 1/6 unit of the **same activity** in that term.

Part-Time Student Guidelines are detailed on the back along with the registration procedures. Please read them carefully – should you have any questions regarding part-time 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 Part-Time Student regulations and registration procedures as specified on the back of this form.

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

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

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

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

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

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

100 Institute Road, Worcester MA 01609-2280  
wpi.edu/+registrar

rp:8/30/19

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## **Part-Time Student Status**

1. Students pursuing a degree program over an extended period of time and who have a planned program that involves a maximum of one unit per semester throughout the academic year are considered Part-Time Students.
2. Part-Time Students pay tuition on a per credit basis, with a maximum of one unit per semester, including PE and ROTC classes.
3. Part-Time Students are required to pay tuition before the start of classes for A/C term.
4. Part-Time Students will be academically reviewed at the end of each semester and must satisfactorily complete at least 1/3 of the academic activities for which s/he has been registered.
5. Part-Time Students may not engage in varsity/club sports, participate in extracurricular activities, and are not eligible for institutional aid (but may be eligible for federal funding), or any form of on-campus student employment.
6. Part-Time 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.

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