

**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 semester) may apply to do so by submitting this form. Your degree audit will be reviewed to determine eligibility. If approved, your tuition and fees will be calculated at the part-time rate. The deadline to submit this form is October 15th for fall and February 28<sup>th</sup> for spring.

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.

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 College of Graduate and Continuing Education, for continued part-time study.

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

FINANCIAL AID: To maintain satisfactory academic progress (SAP) for continued financial aid eligibility, students must complete at least 67% of the courses all credits attempted during the 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.

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PART-TIME STATUS APPROVED \_\_\_\_ DENIED \_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 08/2023