REQUEST FOR PART TIME STATUS
OFFICE OF THE REGISTRAR
Please complete this form and the accompanying form indicated below; we will contact you once we have reviewed your request.

________________________________________________________________________________________

Student’s Name (last, first middle) // T#

Class: ☐ FR ☐ SO ☐ JR ☐ SR ☐ 5th Division: ☐ A&S ☐ DD ☐ CN

Requested Number of Credits: _______ Expected Date of Graduation: ________________

Reason(s) for PT request:
☐ I need fewer than 3.5 courses/14 credits (BA) or fewer than 16 credits (BA/BM) to graduate.
In order to gain part-time status because you need fewer than the required minimum for your degree program [3.5 courses/14 credits (BA) or 16 credits (BMus or Double Degree)] to graduate, you must present a summary of your degree progress to date. A form is available at the Registrar’s Website (http://new.oberlin.edu/office/registrar/) under the link “for Students.” Please complete and return the form with this request. All the information you need to complete the form is available in Degree Works in PRESTO.

☐ My major requirements prevent degree completion in one part-time semester.
If your major requirements are such that you cannot complete all of them in one semester and you wish to go part-time in one or two semesters, please provide an explanation of your remaining requirements and your plan to complete your major. You must present a clear argument why going to part time status is necessary.

☐ Medical Accommodation (Accompanying Documentation from with Office of Disability Services is required)
If you are requesting a medical accommodation, please attach documentation from the Office of Disability Services supporting your request. The documentation must be current; if you have been approved for part time status in previous semesters, we must have updated documentation that your accommodation should continue.

☐ Other – Please make sure that your explanation for “other” provides a clear, compelling reason for why you should study as a part time student.

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Return this form to the Office of the Registrar. In person: Carnegie 124: 8:00 am - 4:30 pm/via email: registrar@oberlin.edu.

CONTACT INFORMATION: We will contact you by email (your oberlin.edu address) or phone. Where can we reach you during the day? Telephone: ____________________________

Office of the Registrar/August 2016