

Please complete this form in its entirety. Then return it - along with the appropriate accompanying documentation as specified below - to the Academic Advising Resource Center(AARC)/Registrar.

In person: Carnegie 113 (8:00am-4:30pm) or by email: [aarc@oberlin.edu](mailto:aarc@oberlin.edu)

This part-time status request will only be considered for the semester and year indicated below.

\_\_\_\_\_  
Name (last, first, middle)

\_\_\_\_\_  
T#

Expected Graduation Date: \_\_\_\_\_  
(Dec./May, year)

Part-time Status: \_\_\_\_\_  
(fall/spring, year)

Advisor's Name: \_\_\_\_\_

Requested Number of Credits: \_\_\_\_\_

**IMPORTANT:** If you are studying on an F-1 Visa you must first meet with the Assistant Dean of Students/Director of the International Student Resource Center.

**Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason(s) for Part-Time Status request:**

\_\_\_ **I need fewer than 3.5 courses/14 credits to complete all degree requirements.** You must submit a summary of your degree progress. A **degree summary** form is available on the *For Students* [section](#) of the Office of Registrar's website under *Requesting Permission for Part-time Status*. Complete and return the summary form with this request; information you will need to complete the summary form is available in Degree Works within PRESTO.

\_\_\_ **I am a senior and my major requirements prevent degree completion in one part-time semester, therefore I request two part-time semesters.** Provide a clear argument why part-time status for two semesters is necessary. We will review your progress toward degree completion before we approve your part-time status for the second semester. Also, you must submit a summary of your degree progress (see above for directions to access the form).

\_\_\_ **I am requesting a medical accommodation on the basis of a disability.** Based on the nature and functional limitations of a disability, part-time status may be an appropriate educational accommodation. **Accompanying documentation from the Office of Disability Resources is required.** 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: I am requesting part-time status for a reason not listed above.** Attach a personal statement with a clear, compelling reason why part-time status is necessary.

We will review your request and send a message to your Oberlin email address or call you. Please list a phone number where we can reach you during the day: (\_\_\_\_)\_\_\_\_\_

**\*If you are a Conservatory or Double Degree student, contact the Office of Associate Deans in the Conservatory to request part-time status.**