



Petition for Part Time Status

Academic Term: FA___ SP___

Student Name: _____ **Student ID#** _____

Full-time and Part-time Workload - Students enrolled in twelve units or more per semester are considered full-time students. It is necessary to enroll in twelve units per semester to graduate on schedule. Students enrolled in less than twelve units per semester are considered part-time students. A minimum average of six units per semester is required to maintain degree-program student status. (Students with ongoing personal situations — for example, health, family, or financial — such that they will fall below this average may petition the Office of the Dean for an exemption.) If you need to petition for part time status, please complete this form and submit it to the IBS Dean for approval. The approved form must be received by the Registrar by the last day of the second week of instruction.

Please provide a brief statement for your request for part time status:

Student Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Please submit the completed and approved form to the IBS Registrar.