

**ENDICOTT COLLEGE
STUDENT REQUEST FOR CHANGE OF STATUS
FULL-TIME TO PART-TIME**

Print — Full Name —Please Print

Student ID

Major and Concentration

Advisor

Reason for Change Request: _____

Semester Effective: Fall____/Spring____ Year _____

Will this change affect your status from Resident to Commuter? ____yes ____no

If you are planning to remain in residency as a part time student you must receive academic and social approval.

Student Signature

Date Signed

To ensure that this falls within your academic plan you must obtain the following signatures in order before the change will be approved:

Academic Dean (implies that the student is in good academic standing)

Date Signed

Vice President, College Ombudsperson

Date Signed

International Studies Office (if applicable)

Date Signed

Student Affairs (necessary if remaining in housing)

Date Signed

Director of Residence Life (if Resident)

Date Signed

Director of Financial Aid

Date Signed

Bursar

Date Signed

Registrar

Date Signed

The above signatures constitute final approval.

Note: Part time students receive no institutional aid. Also, Part-time students who register for 12 or more credits will automatically have their status changed to full-time and will be billed accordingly.