DECLARATION OF INTENT TO ENROLL AS A PART-TIME STUDENT
FOR FALL 2015 or SPRING 2016

Undergraduate students planning to change their status to part time for their last semester, Fall 2015 or Spring 2016, must complete the following form and submit it to their academic dean no later than the last business day before the first day of classes in their final semester.

Name: ___________________________ Graduation Date: December 2015 ________ May 2016________

I hereby indicate my intent to enroll with part-time status during my final semester. I understand that as a part-time student (please read and check):

__ Campus housing cannot be guaranteed;

__ I am responsible for checking with the Office of Financial Aid about the impact part-time status may have on my financial aid eligibility;

__ I am not eligible to receive the NC Legislative Tuition Grant;

__ I am not eligible for Dean's List or Dean's List with Distinction in that semester;

__ I may register for no less than one (1.0) and no more than two-and-a-half (2.5) course credits;

__ I will be assessed tuition according to the number of courses, including half-credit courses, in which I am enrolled at the end of the drop/add period in the final (part time) semester. Course drops after this point do not reduce tuition. Any changes, including any corrections of a registration error, may result in additional charges.

__ Further, if I revert to full-time status for my final semester, I understand that I must inform my academic dean of this change in writing in order for ACES to allow my registration above the part-time limit during my registration window. Moreover, campus housing cannot be guaranteed.

Signature: ___________________________ Date: ______________________

Student ID#: ___________________________ Telephone: ________________

Box number: ___________________________ E-mail: ____________________ @duke.edu

The above named student has my permission to enroll as a part-time student during his or her final semester, contingent upon registration for a course program to fulfill degree requirements.

Signature: ___________________________ ___________________________

Academic Dean Date

For administrative use:
1. Form to be faxed to the Registrar’s Office (684-4500)
2. Form to be imaged in Image Now under “Change in Status”
3. TPART to be added to student’s Comments section in STORM with text “Part-time status (Fall/Spring, year)”
4. Copy to student

Last updated 1/6/15