DECLARATION OF INTENT TO ENROLL AS A PART-TIME STUDENT
FOR YOUR LAST FALL OR SPRING SEMESTER

If you are an undergraduate student and wish to change your status to part time for your last semester (fall or spring), complete this form and submit it to your academic dean no later than 4 pm on the business day preceding the first day of classes of your last semester.

Student Name: ___________________________ ID# __________________
Graduation Date: ___________ Telephone: _______________ Email ___________@duke.edu

I hereby indicate my intent to enroll with part-time status during my final fall or spring semester. I understand that as a part-time student .... (please read, check each line and sign below)

__ I am not guaranteed campus housing;
__ 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 a 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 my final (part time) semester. Course withdrawals after this point do not reduce tuition. Any changes, including any corrections of a registration error, may result in additional charges.
__ If I revert to full-time status for my final semester, 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.

Student Signature: ___________________________ Date: __________________

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.

Academic Dean Signature: ___________________________ 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

Updated 4.6.16