



## Change of Status Request

### Part One: Student Information

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Part Two: Status Change

(check one)

Semester: \_\_\_\_\_

#### **Full Time**

- Undergraduate Full-Time: 12 credits minimum
- Graduate Full-Time: 9 credits minimum

#### **Part Time**

- Undergraduate Part-Time: 11.99 credits maximum
- Graduate Part-Time: 8.99 credits maximum

If changing status to Part-Time requires reducing credits, please indicate the course(s) that should be dropped:

| CRN (5-digits) | Subject | Course # | Course Title |
|----------------|---------|----------|--------------|
|                |         |          |              |
|                |         |          |              |

### Part Three: Student Acknowledgement

**Deadlines:** Consult [www.ccsu.edu/calendar](http://www.ccsu.edu/calendar) for specific dates.

- The deadline to change status from Part-Time to Full-Time is the end of the Add/Drop Period.
- The deadline to change status from Full-Time to Part-Time is the end of the third week of the semester.

Tuition charges will automatically be adjusted following a change of status. Contact the Bursar's Office (Willard-DiLoreto Hall W212, 860-832-2010, [billing-bursar@ccsu.edu](mailto:billing-bursar@ccsu.edu)) with questions related to tuition charges or payments.

The following might also be affected by a change of student status:

- **Financial Aid Recipients:** Contact the Financial Aid Office (Willard-DiLoreto Hall W208, 860-832-2200, [finaid@ccsu.edu](mailto:finaid@ccsu.edu))
- **Residential Students:** Contact Residence Life (Mid Campus Hall, 118, (860)832-1660, [reslife@ccsu.edu](mailto:reslife@ccsu.edu))
- **Veterans Benefits Recipients:** Contact Veterans Affairs (Willard-DiLoreto Hall D201, 860-832-2838, [vetaffairs@ccsu.edu](mailto:vetaffairs@ccsu.edu))
- **Student Athletes:** Must remain Full-Time to maintain eligibility. Contact the Athletics Compliance Office with questions.
- **International Students (F & J Visas):** Contact the Center for International Education.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the completed form to:  
Office of the Registrar, Willard-DiLoreto, Room D202  
Fax (860) 832-2250, E-mail [regstaff@ccsu.edu](mailto:regstaff@ccsu.edu)