

**Boston University School of Social Work
264 Bay State Road, Boston, Massachusetts 02215**

Change in Full-Time/Part-Time Status

Any student currently enrolled in the Boston University School of Social Work who wishes to change his or her status from full-time to part-time or from part-time to full-time must complete this form. The following instructions are to be observed:

1. Request for change in status to be discussed with current faculty advisor.
2. This form to be completed and signed by student and faculty advisor.
3. Student must meet with the Director of Student Services for final approval.

Request to change status from _____ -time to _____ -time. Effective: _____ Semester _____ Year

Name: _____ I.D. Number: _____

Address: _____ Zip Code: _____

Phone: _____ Date of Entry: _____ Number of Credits earned to date: _____

Current Faculty Advisor (*name*) _____

Brief explanation for change in status: Planned one year in residence _____

Other (e.g. academic, financial, personal, etc.) _____

Tentative plan for program completion: list by semester courses and credits needed to graduate.

This change in status is effective for: One (1) semester only Revised date of graduation _____

One (1) year only

Through completion of the program

Signatures Student _____ Date _____

Faculty Advisor _____ Date _____

Disposition: Approved _____ Date _____

Rejected _____ Director of Student Services _____

Comments: For use by faculty advisor and Director of Student Services.