Course Drop or Drop Below Full-Time Petition
Current Semester

This petition is for students requesting to drop a course after the drop deadline or drop below full-time during the current semester. The Drop Below Full-Time policy is available at www.cmu.edu/policies. See www.cmu.edu/hub/tuition/adjustment.html for the current tuition adjustment schedule. The following information applies to all students:

- Full-time undergraduate status requires that a student be enrolled for 36 or more units.
- Full-time graduate student status is determined by the policy of the home college or department (also typically 36 units).
- Dropping below full-time may affect your financial aid eligibility, loan repayment, housing, tax dependency and/or visa status, and varsity sports eligibility.
- Dropping all courses is not the equivalent of leaving the university temporarily (leave of absence) or permanently (withdrawal). A student who wishes to remove him/herself from the university must submit either a Leave of Absence or Withdrawal form.

**Undergraduate students** who wish to drop below full-time during the semester must obtain permission from the Associate Dean’s office of their home College or the Head of their School. The recording of dropped courses is as follows: on or before the deadline to drop, the course is removed and does not appear on the academic record. After the deadline, a W (withdrawal) grade is assigned and appears on the academic record. **Graduate students** who wish to drop below full-time should obtain permission from their home department. For graduate students in CIT, HC, MCS, and TSB a W also appears. **International students in F-1 or J-1 immigration status** who wish to drop below full-time must also contact the Office of International Education (OIE) (3rd Floor, Warner Hall, 412-268-5231) to discuss the impact on their immigration status.

**STUDENT INFORMATION**

Student Andrew ID: ___________________________ or Student ID Card #: ___________________________

Student Name: ___________________________

College: ___________________________
Department: ___________________________
First and/or Preferred: ___________________________
Class: ___________________________
Semester (circle one): ___________________________
Fall Spring Summer-All Summer-1 Summer-2 Year ___________

**COURSE INFORMATION**

I wish to drop the following course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Units</th>
</tr>
</thead>
</table>

Reasons for dropping course or dropping below full-time:

☐ I am an F-1/J-1 student and have consulted with OIE and have considered the impact, if any, to my immigration status.

Student Signature: ___________________________
Date: ___________________________

**SIGNATURES & COMMENTS**

Advisor Name: ___________________________
Print ___________________________
Signature ___________________________
Date: ___________________________

Comments:

_________________________________________

_________________________________________

Associate Dean or Head of School: ___________________________
Print ___________________________
Signature ___________________________
Date: ___________________________

Undergraduate Students Only

Department Head: ___________________________
Print ___________________________
Signature ___________________________
Date: ___________________________

Graduate Students Only

**University Registrar’s Office Use Only**

Processed by: ___________________________
Date: ___________________________

**Student Account Office Review**

SAO Director: ___________________________
Tuition Adj. (if any): ___________________________
Date: ___________________________