

This form is for students requesting to drop below full-time during the semester. The Drop Below Full-Time policy is available at <http://www.cmu.edu/policies>. See the university website for the current tuition adjustment schedule.

Enrollment Services- the HUB
 Lower Level, Warner Hall
 5000 Forbes Avenue
 Pittsburgh, PA 15213-3890
 Phone (412) 268-8186
 Fax (412) 268-8084
 Email thehub@andrew.cmu.edu
 WWW <http://www.cmu.edu/hub>

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.
- Dropping below full-time may affect your financial aid eligibility, loan repayment status and Visa status.
- Dropping a course(s) 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.

Graduate students who wish to drop below full-time should obtain permission from their home department.

International Students who wish to drop below full-time should also contact the Office of International Education.

Student Information

ID Number _____

Name _____
Last First Middle

College _____ Department _____ Class _____

Semester **FALL** **SPRING** **SUMMER-ALL** **SUMMER-1** **SUMMER-2** Year _____
Circle One

Special Permission Information

I wish to request permission to drop below full-time by removing the following course(s):

Course Number	Section	Units	Instructor's Approval/Date	Dept/School Approval	Units Remaining

For undergraduates, 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. **For masters students in GSIA and graduate students in MCS a "W" also appears**

Reasons for Dropping Below Full-Time:

Attach additional sheets if necessary

Advisor's Comments

If Requested

Signature

_____ Date _____
Required if comments are included above

Signatures

Student _____ Date _____

Department Head _____ Date _____
Graduate Students Only

Office of International Education _____ Date _____
International Students Only

Home Dean or Head of School _____ Date _____
Undergraduate Students Only