

Request to Drop Below Full-Time

This form is for students requesting to drop below full-time during the 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.
- 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

Student Andrew ID: _____ or Student ID Card #: _____

Student Name: _____
Last/Family First and/or Preferred MI

College: _____ Department: _____ Class: _____

Semester (*circle one*): Fall Spring Summer-All Summer-1 Summer-2 Year _____

SPECIAL PERMISSION INFORMATION

I wish to request permission to drop the following course(s):

Course #	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