

Late 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 in at least 36 other units, after the drop.
- 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 with exceptional circumstances 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: _____

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

College: _____ Department: _____ Class: _____
0-5, 10, 20

Semester (*select one*): Fall Spring Summer Year: _____

COURSE INFORMATION

I wish to drop the following course:

Course #	Section	Units

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: _____
mm/dd/yyyy

SIGNATURES & COMMENTS

Advisor Name: _____ Date: _____
Print Signature mm/dd/yyyy

Comments: _____

Associate Dean or Head of School: _____ Date: _____
Undergraduate Students Only Print Signature mm/dd/yyyy

Department Head: _____ Date: _____
Graduate Students Only Print Signature mm/dd/yyyy

University Registrar's Office Use Only

Processed by: _____ Date: _____

Student Account Office Review

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