

Exploratory Studies & Academic Advising Services
Request to Drop Below 12 Hours

Date: _____ Semester: _____ Year: _____

Student Name: _____ ID #: _____

Advisor Name: _____

Please verify that you have considered all of the issues listed below before making the request to reduce course load to less than 12 hours. If request is made after census date, the final decision remains with the Director, and must be accompanied by a Schedule Revision Form.

___ **Scholarships:** Some scholarships require that recipients enroll full time as well as maintain a certain grade point average. You should check with the administrator of your scholarship before dropping to part-time status.

___ **Insurance:** Check with your family or insurance providers to determine if your insurance coverage is at risk if you are not a full-time student.

___ **Housing:** On-campus housing is only provided to students enrolled in 9 or more hours.

___ **Satisfactory Academic Progress:** All students are expected to comply with the Satisfactory Academic Progress Policy. Under this policy, students must pass at least two-thirds of all hours attempted (as of census date, plus hours added after census date) each academic year (summer term-spring term). Full-time enrollment is encouraged to matriculate and graduate in a timely manner.

___ **Financial Aid:** If your financial aid award was based on full-time enrollment, you could be required to repay financial aid if you drop below full-time. Contact your financial aid advisor at financialaid@ncsu.edu to inquire.

___ **International Students:** International students in F-1 or J-1 status are required to maintain full-time enrollment throughout their academic program. Full-time enrollment at NC State University is normally defined as 12 or more credit hours for undergraduate students. A drop in course-load below 12 credit hours, withdrawal, or part-time enrollment should be discussed beforehand with an advisor from the Office of International Services in 320 Daniels Hall.

I fully understand the possible consequences of dropping below 12 hours as explained to me by my Academic Advisor. I have considered the consequences and would like permission to drop below 12 hours.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____