

Request for Temporary Part-Time Status

Name: _____ Expected Graduation date: _____

UVA ID: _____ UVA Email: _____ Phone: _____

IMPORTANT INFORMATION:

- For purposes of tuition, **part-time enrollment** is classified as a **maximum of six credits**.
- Students are limited to a maximum of 16 total credits taken on a part-time basis.
- Attending part-time may jeopardize NCAA eligibility, financial aid, visa status, health and auto insurance eligibility. Check before you submit this request.
- Part-time status is normally granted during the graduating semester only. Student and advisor should verify that all academic requirements can be met by enrolling part-time.
- This form must be submitted by the DROP deadline of the semester for which the request is made.

Are you an athlete?* _____ YES _____ NO

*requires approval from Athletics Eligibility Coordinator

Are you an international Student?* _____ YES _____ NO

* International students must obtain permission from the International Studies Office.

I hereby request part-time status for: _____ Fall _____ Spring 20_____

Please list the two courses you plan on registering for. You can (and should) register for your courses before you submit this form if possible.

1) _____ 2) _____

Signature of Student _____

Signature of Advisor* _____

*(*if your student is requesting a part-time course load during the semester they intend to graduate, signing this form indicates that you have reviewed their academic requirements and acknowledge that they can complete their graduation requirements with the course(s) listed above)*

Office Use Only

Signature of Associate Dean: _____