

REQUEST FOR TEMPORARY PART-TIME STATUS

Local Address ONLY – PLEASE PRINT CLEARLY:

First Name _____	Last Name _____
Street _____	APT. # _____
City _____	State _____ ZIP _____

UVA ID #	_____
UVA e-mail	_____
Phone #	_____
Intended Date of Graduation	Spring Fall Summer 20

Association: Are you or were you ever an Echols Scholar Student Athlete Transfer Student

If none of the above, what was your **first-year residence hall**? _____

If you an international student on a student visa, check your visa type: J1 F1

All international students must obtain written permission from the International Studies Office (Minor Hall) and submit it with this form.

IMPORTANT INFORMATION:

- Students granted part-time status can enroll in a **maximum of two courses** for a total of **no more than eight credits**.
- Students are limited to a maximum of 16 total credits taken on a part-time basis.
- Attending part-time may jeopardize NCAA eligibility, F-1 or J-1 visa status, financial aid, health and auto insurance eligibility, or veteran’s benefits. Check before you submit this request.**
- You will be notified of the dean’s decision via return of this form.
- If approval is granted, you will enroll in your courses through SIS. **Students enrolling in more than 6 credits will need to submit a course action form to 101 Monroe Hall.**
- If you are already enrolled in your intended courses, you will be dropped from any additional courses upon approval.

I hereby request part-time status for **FALL** **SPRING** 20____.

This form must be submitted by the DROP deadline of the semester for which the request is made.

Reason for Request:

- I plan to be part-time in my 8th semester. I need no more than 2 courses, with a maximum of 8 credits, to graduate.
- I am ineligible to enroll as a full-time student; I have used my allotted full-time semesters.
- I have not met the minimum credit hour requirement to enroll full-time.
- I need to take courses so I can declare my major.
- Other: _____

Courses planned: 1. _____ 2. _____

Are you *already enrolled* in the above courses? One Both Neither

Office Use Only

- Permanent Part-time Temporary Part-time Place hold for subsequent term
- Student has not exceeded part-time credit allotment

Association Dean’s Approval: _____ Date: _____

Coded in SIS by: _____ Date: _____

Current hold removed; future hold placed