



Last Name	
First Name	
Student ID#	
UVA e-mail	
Phone #	

REQUEST FOR TEMPORARY PART-TIME STATUS

IMPORTANT INFORMATION:

- Students granted part-time status can enroll in 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, F-1 or J-1 visa status, financial aid, health and auto insurance eligibility, or veteran's benefits. Check before you submit this request.**
- **Student Athletes CAN NOT USE THIS FORM.** To comply with NCAA rules, they must use the Part-Time Status form for student athletes, which can be obtained from Dean Rachel Most or their Academic Coordinator.
- 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.
- If you are already enrolled in your intended courses, you will be dropped from any additional courses upon approval.
- **This form must be submitted by the DROP deadline of the semester for which the request is made.**

Association: Are you or were you ever an Echols Scholar 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.

What is your intended date of graduation? Spring Fall Summer 20_____

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

Reason for Request:

- I plan to be part-time in my 8th semester. I need no more than six 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. _____ 3. _____

Are you **already enrolled** in the above courses? ALL SOME NONE

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