Washington University in St. Louis
SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

Request to Drop Below Full-time Status Form – Undergraduate Students

Return to samfoxregistrar@wustl.edu

Student Name (Last, First) – PLEASE PRINT	WU Student ID #

Washington University's definition for full-time undergraduate study is at least 12 credit-bearing units (semester hours) per term. Units taken under the audit grade option do not factor into enrollment status calculations, so they cannot count toward the 12 units required for full-time enrollment. Enrollment below 12 units may be granted only with the approval of the Associate Dean of Students. International students are not allowed to drop below full-time status without additional approval from the Office for International Students and Scholars (OISS).

Dropping below full-time status can have a variety of possible ramifications, including, but not limited to:

- Loss of some types of financial aid
- Loss of campus housing
- Loss of discounts that are based on being a full-time student (e.g. insurance)
- Need for extended time to complete your degree
- Initiation of student loan repayment

Academic Standing: Dropping below full-time status will result in a student earning fewer than a total of 12 units in a regular semester, which triggers a review under the Satisfactory Academic Progress and Academic Standing policy. This review will result in a minimum assignment of Academic Concern, but could result in Academic Notice if other performance indicators are not completed successfully. See Bulletin for additional information.

Since each student's situation is unique, it is the student's responsibility, prior to submitting this form, to confirm what ramifications might take place if full-time student status is lost.

TO BE COMPLETED BY STUDENT

1. List the specific course(s) requested to be withdrawn. (Must be before the withdraw deadline.)

2. Describe the reason for requesting a drop below full-time student status. (Attach additional pages if necessary.)

3. By submitting this form, I understand the ramifications of dropping below full-time status for my own situation.	
Student Signature	Date

OFFICE USE ONLY (last updated 10.13.2023)

Associate Dean Signature	Date	☐ Approved ☐ Denied
DR/OUR Notification on File: ☐ Yes ☐ No OISS Approval: ☐ Yes ☐ No ☐ Not applicable	Academic Standing notes: ☐ Concern ☐ Notice Credits after WD:	