



# SPRING HILL COLLEGE

## Request to Drop Below 12 Semester Hours (Undergraduate)

*This form is intended to be used for students wishing to drop below 12 semester hours during any given semester. An undergraduate student is considered full time when they are enrolled in at least twelve (12) credit hours. Dropping below full-time status can have consequences in a number of areas, this form is designed to make aware the consequences of dropping below full time before the drop is official.*

<b>STUDENT NAME</b>		<b>STUDENT ID#</b>	
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Students must speak to and receive signatures from the following office in order to drop below full-time. This form can be completed with virtual signatures as needed.

Academic Advisor Signature:	
Students must speak with their academic advisor before dropping below full-time hours. Dropping below full-time hours could impact their academic standing, prerequisites for future semesters, and ability to complete program in a timely manner.	

Financial Aid Signature:	
Students must speak with a financial aid counselor before dropping below full-time hours. Dropping below full-time hours could impact their financial aid eligibility for scholarships and need-based aid.	

Residence Life Signature:	
<i>ON CAMPUS RESIDENTS ONLY:</i> Students living in on campus housing must receive permission from the Residence Life and Housing office, as housing is generally reserved for full-time students.	

Athletic Compliance Signature:	
<i>NCAA STUDENT ATHLETES ONLY:</i> Student athletes must talk with the Athletics Compliance Coordinator before dropping below full-time hours. Dropping below full-time hours could impact athletic eligibility for both the athlete and the team.	

DSO Signature:	
<i>INTERNATIONAL STUDENTS ONLY:</i> International students must speak to a DSO before dropping below full-time hours. Dropping below full-time hours can impact visa status. There are rare exceptions for international students to be able to take fewer than 12 hours and remain in status.	