Student Information (PRINT CLEARLY; all fields required):

Full Name: ___________________________________________ Student ID # (e.g. 000162030) __________________

Classification: Freshman__ Sophomore__ Junior__ Senior__

Anticipated Date of Graduation: Aug__ Dec__ May__ (year) 20____

Major(s): ____________________________________________ Major Track(s), if applicable: ____________________________

Email Address: ________________________________________@vanderbilt.edu

__________________________________________________________________________________________________________

To request permission to register for more than 18 credit hours or less than 12 credit hours fill out this form and consult with your adviser as well as the Assistant Dean for Undergraduate Student Affairs. Once you have obtained those signatures, return the completed form to the Office of Academic Services and you will be notified of approval.

Term: Spring__ Summer__ Fall__ (Year) 20____

☐ I am requesting an OVERLOAD.

Preferred # of Hours: ______

Course(s) to be added: ______________________________________

Ex. HOD 1300-01 – include section numbers

If the course is closed or if you do not meet the pre-requisites, you will need to obtain permission from the instructor.

☐ I am requesting an UNDERLOAD.

See second page for list of potential consequences of taking an underload.

Preferred # of Hours: ______

Reason for requesting an overload/underload:

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

Student’s Name & Signature ___________________________ Date __________

Adviser’s Name & Signature ___________________________ Date __________

Dean for Undergraduate Student Affairs’ Name & Signature ___________________________ Date

OAS Use Only

OAS Signature __________________________________________ Date __________
Possible Consequences of Part-Time Student Status
(Undergraduates completing fewer than 12 credit hours in a semester)

All Peabody students are allowed to be enrolled in fewer than 12 credit hours for **ONE of their final two semesters** at Vanderbilt, and they may do so without special permission and without penalty.

For all other instances, students should fill out this form. Students should speak with Dean Robinson-Nichols in Peabody’s Office of Student Affairs to clarify what academic action they may receive during a semester that they are enrolled in fewer than 12 hours.

See the Vanderbilt Undergraduate Catalog for details and further consequences of probationary status, especially of multiple probations. Notations about probation and being removed from probation will show only on internal records (e.g., in YES), not on your official transcript.

**Vanderbilt Consequences**

1. Your financial aid may be affected. Students with Federal Aid and Tennessee HOPE scholarships should not drop below 12 hours without consulting a Vanderbilt financial aid adviser; other sources of financial aid may also be affected.
2. You will be ineligible to earn Dean’s List, even if your underload has been approved by the associate dean.
3. You will most likely be ineligible for Greek rush. Check with the Office of Greek Life.
4. You may be ineligible to be an officer in a student society.
5. You may be ineligible to represent the University in external affairs.
6. NCAA athletic eligibility may be compromised.

**Consequences External to Vanderbilt**

1. Health insurance may require full-time status. Be particularly concerned about whether insurance will carry through the summer. You should be covered, even on probation, if you buy your health insurance through Vanderbilt.
2. Car insurance policy may require full-time status.
3. Immigration status may be in jeopardy.
4. If you later apply to medical or law schools and are asked if you ever took a light load or if you were on probation, you will have to answer "yes."
5. You may be required to start paying back student loans sooner than you expected.