

Undergraduate Scholarship Application Reduced Course Load

To be eligible for an Undergraduate Scholarship, you must meet these three requirements:

(1) **currently** registered as **full-time** (at least **12** credit hours in Spring and Fall, or **9** credit hours in Summer), (2) matriculated undergraduate TUJ student, and (3) have completed at least **12** credit hours of academic work at Temple.

Scholarship recipients who plan to enroll part-time require special approval from the *Office of the Associate Dean for Academic Affairs (ADAA)* via this form. In limited circumstances, approval may be granted (approvals tend to be granted to students who will graduate during the awarded semester). Incomplete submissions (e.g. missing documentation) will not be reviewed for approval.

NOTE: Do NOT enroll for less than a full course load or drop below full-time enrollment status before your course reduction request is approved.

TUJ VISA-SPONSORED STUDENTS:

This form is *separate* from the *Visa Reduced Course Load Petition*. Please contact the **Visa Coordinator** in the Office of Student Services (visa@tuj.temple.edu) for more information.

1. Complete the information below:

TUid # :	Semester Requested :
Full Name :	Major :
TU E-mail :	Intended # of Credits:
<p>Indicate the reason why you are requesting to reduce your course load:</p> <p><input type="checkbox"/> I need less than a full course load to finish my degree this semester</p> <p><input type="checkbox"/> I have a medical condition/illness which prohibits me from being full-time (medical documentation required)</p> <p><input type="checkbox"/> I have a learning disability which prohibits me from being full-time (disabilities assessment required)</p> <p><input type="checkbox"/> Other (explain why you are seeking to petition for reduced course load and provide supporting documentation)</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Student's signature: _____ Date Signed: _____	

2. See an AAC advisor for verification (email aac@tuj.temple.edu)

Major :	Anticipated Graduation Date :
# of Remaining Courses Required for this Degree :	GPA at TUJ :
Advisor's Signature :	Date Signed :

Students: Please submit the completed form to the **Office of the ADAA** by email (tuj Scholarships@tuj.temple.edu) before the deadline below.

DEADLINE: [**Last Day to Add a Course**]* of the semester the scholarship is applicable for

*Refer to the [Academic Calendar](#).

For the Office of Associate Dean for Academic Affairs Only

Approved Denied Reason: _____ Date: _____