



Center for International Education
Reduced Course Load Request

Name: _____
(Last name) (First name)

Student ID# _____ SEVIS ID #: _____

Semester for which you are requesting a Reduced Course Load: _____

Program of Study or Major: _____

Reason you are requesting a Reduced Course Load: *(check one)*

Academic Difficulty:

- Initial difficulty with the English language.
- Initial difficulty with Reading requirements.
- Unfamiliarity with US teaching methods or requirements.
- Improper course level placement

*A letter from your academic advisor or dean must be included with this request.

Illness or Medical Condition:

Date(s) of illness or medical condition: _____

- Documentation is on file in the Center for International Education.
- Documentation is attached.

* If you need a reduced course load as a result of illness or a medical reason you must attach medical evidence from a licensed medical doctor or psychologist on official stationery that states the nature of the illness and the period of time you were ill.

Last Semester of Study:

Students who are in the last semester of their program are permitted to have a reduced course load if the necessary remaining courses equate to less than full-time status (12 credits for undergrad and 9 credits for grad).

* If you need to reduce your course load but do not meet these qualifications, please make an appointment to meet with the Assistant Director in the Center for International Education to discuss your options BEFORE you take any action to reduce your course load.

Signature: _____ Date: _____

(For office use only)

Approved
Date: _____ Period Covered: _____

Denied because: _____