



Last Name	
First Name	
Student ID#	
UVA e-mail	
Phone #	

REQUEST FOR REDUCED COURSE LOAD

INSTRUCTIONS AND IMPORTANT INFORMATION:

- A **reduced course load** is defined as more than six and **fewer than twelve credit hours**. Students must have the approval of their Association Dean to carry a reduced course load. (Six or fewer credits is a part-time course load.)
- Students completing fewer than twelve credits in a term incur **academic probation**, except in their final semester.
- **Enrolling in a reduced course load may jeopardize NCAA eligibility, F-1 or J-1 visa status, financial aid, health and auto insurance eligibility, or veteran's benefits. Check before you submit this request.**
- **DEADLINE:** This form must be submitted by the DROP deadline of the semester for which the request is made.
- You will be notified of your Dean's decision via email return of this form.
- If approval is granted, you will enroll in your courses through SIS. If you are already enrolled in your intended courses, list below any currently-enrolled courses you wish to drop. You cannot use SIS to drop a class if this action will leave you enrolled in fewer than twelve (12) credits – College administrative staff must drop the course/s.

Association: Are you or were you ever an Echols Scholar Student Athlete Transfer Student
 If none of the above, what was your **first-year residence hall?** _____

If you are an international student on a student visa, check your visa type: J1 F1
All international students must obtain written permission from the International Studies Office (Minor Hall) and submit it with this form.

I hereby request a **reduced course load** totaling _____ credits for FALL SPRING 20____.

I intend to graduate in FALL SPRING 20____.

Reason for request: _____

Student's signature: _____

LIST COURSE/S TO DROP		
Subject Area (e.g. ANTH)	Course # (4 digits)	Course Title

Office Use Only

Association Dean's Approval: _____ Date: _____

CIS: Courses dropped: _____ Entered in DB: _____ Student notified: _____