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

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<thead>
<tr>
<th>Subject Area (e.g. ANTH)</th>
<th>Course # (4 digits)</th>
<th>Course Title</th>
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Office Use Only

Association Dean’s Approval: __________________________ Date: ______________

CIS: Courses dropped: _______ Entered in DB: _______ Student notified: _______  CLAS | Revised August 13, 2018