

Reduced Course Load For F-1 Student

**214.2(F)(6)(iii)** Reduced Course Load Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours or half the clock hours required for full course of study. A student who drops below a full course of study without prior approval of the international admissions coordinator will be considered out of status. You must submit a new Reduced Course Load Request form each semester that you plan to be enrolled less than full-time.

**Directions:** Please fill out the form completely and provide supporting documentation. Documentation must be from your advisor or from a medical physician.

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**To Be Completed by the Student:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TCL Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_/\_\_\_/\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: (check one)

\_\_ Unfamiliarity with U.S. teaching methods (Academic Advisor)

\_\_ Difficulty with English Language (Academic Advisor)

\_\_ Medical Condition (Medical Documentation)

\_\_ Completion of course of study (Final Semester/Academic Advisor)

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_\_

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**To Be Completed By Academic Advisor:**

The student is eligible to register for less than full-time due to the reason checked above:

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Academic Advisor’s Name (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_\_

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**To Be Completed By The International Students Admissions Counselor:**

Circle One: *Approved Denied*

Number of Hours Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

International Admissions Counselor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Additional Notes:

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