

**International Student
Request for Reduced Course Load
in first semester of a program of study**



Complete this form and submit the form to a UNA Designated School Official (DSO).

Notes on Reduced Course Load

- Reduced Course Loads pertains only to the Form I-20 and student status. The student must still withdraw the UNA classes through the UNA Registrar.
- The student is still responsible for any outstanding tuition and fees owed to UNA.
- Processing may take as long as five (5) business days during busy times.
- Incomplete forms will delay processing.

Code of Federal Regulations

214.2(f)(6)(iii)(A)

(iii) Reduced course load. The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). 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 a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

(A) Academic difficulties. The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the DSO due to academic difficulties while pursuing a course of study at that program level. A student authorized to drop below a full course of study for academic difficulties while pursuing a course of study at a particular program level may still be authorized for a reduced course load due to an illness medical condition as provided for in paragraph (B) of this section.

Study in the States – Reduced Course Load User Guide

<p>Academic Difficulties, including:</p> <ul style="list-style-type: none"> – Improper course level placement – Initial difficulty with reading requirements – Initial difficulty with the English language – Unfamiliarity with U.S. teaching methods 	<ul style="list-style-type: none"> – Can only be used for the initial academic term – Student must maintain a minimum six-credit course load, or half the clock hours required for a full course of study – Student must begin a full course of study at the next offered term
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Full Course of Study per semester			
Academic English Program	Bachelor's	Master's Prerequisites	Master's
3 classes (term)	12 credit hours	12 credit hours	9 credit hours
	(min. 9 face-to-face)	(min. 9 face-to-face)	(min.6 face-to-face)

Part 1: About the Student

Family Name: _____ Given Name(s): _____

Student ID Number: L SEVIS Number: N

UNA E-mail: _____ Phone Number: _____

Part 2: About the Request

Which class(es) are you wanting to withdraw from? _____

What is your percentage of attendance in this class(es)? _____

Please explain the difficulties you are experiencing. Use extra paper as needed. Include any supporting evidence from your professors.

Reason for RCL Which reason do you feel best matches your situation as you described it above?

- Improper course level placement
- Initial difficulty with reading requirements
- Initial difficulty with the English language
- Unfamiliarity with U.S. teaching methods

Student Signature

Date