

Reduced Course Load Authorization



COMMONWEALTH UNIVERSITY

You **MUST** maintain full time enrollment in each fall and spring semester (12 credits minimum for undergraduate students and 9 credits for graduate students). You **MUST** have approval from both your Academic Advisor AND the Center for Global Engagement before dropping or withdrawing from courses. If you are below full-time enrollment **WITHOUT** permission – the Center for Global Engagement must comply with federal immigration regulations and terminate your SEVIS record.

Final Semester Deadline: End of drop/add period
Academic Difficulty Deadline: Semester withdrawal deadline

Date: _____ Student ID: P _____

Name: _____ Student Email: _____

Visa Type: *(check one)* F1 J1

Semester for which you are seeking to drop below full-time enrollment:

Fall *(insert year)* _____ Spring *(insert year)* _____

Reason for request:

- Final semester of study
- Experiencing academic difficulties
 - Difficulty with English language
 - Difficulty with reading requirements
 - Unfamiliarity with US teaching methods
 - Improper course placement

I recommend that this student be permitted to reduce their course load within their academic program for the semester and reason indicated above.

Academic Advisor's Signature:

Name & Title: *(please print)*

Department: *(please print)*

Phone: _____ Email: _____ Date: _____

OFFICE USE ONLY

Approved

Signature: _____

Denied

Date: _____