



## F-1 Academic Reduced Course Load Request

Federal regulations permit a Designated School Official (DSO) to authorize a reduced course load in the first semester due to unfamiliarity with U.S. teaching methods, difficulty with reading requirements, improper course level placement or difficulty with the English language. Complete this form with your academic advisor or course instructor.

### STUDENT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ UID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completion of this form does not automatically grant a Reduced Course Load. Do NOT drop any courses without prior authorization from a DSO. If you drop below a full course of study without prior DSO authorization, your SEVIS record will be terminated for unauthorized reduced course load.

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### ACADEMIC ADVISOR:

I certify that the above student requires a reduced course load for the \_\_\_\_\_ semester because of the following academic reason:

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

Note: The student may only be granted a reduced course load due to the above academic reasons during their first semester.

How many hours should the student take after the reduced course load (must be at least six (6) credits)? \_\_\_\_\_

Comments (Please state which courses the student plans on dropping and any other relevant information):

Advisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return form to [internationalstudents@tarleton.edu](mailto:internationalstudents@tarleton.edu) with any requested or voluntary supplemental documentation.

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### DESIGNATED SCHOOL OFFICIAL:

Approval for the above action granted by (printed name of DSO): \_\_\_\_\_

DSO's Signature: \_\_\_\_\_ Date: \_\_\_\_\_