REduced Course Load Approval for F-1 Undergraduate Students

Today’s Date___________________
Academic Advisor_____________________________
Department___________________________________________

After obtaining the signature of your Academic Advisor, please return the following two documents to the GEO in 221 Brooks Hall in order to obtain approval:
- This form
- A copy of your unofficial transcript from the Samford Portal

Undergraduate Reduced Course Load  Spring 20______  Fall 20______

Credit Hours: ________
List course numbers: ________ ________ ________ ________
If dropping a class, list course number/credit hours: ________ ________
Anticipated date of graduation: Mo ______ Yr ______
Student’s name: __________________________________________________________

According to U.S. Immigration regulations, undergraduate students must register full time (12 credit hours) to maintain legal status in the US. However, for the reasons listed below, a reduced course load may be permitted and the student will still be considered in status.

Prior to the end of “add/drop”, students must receive approval of the Designated School Official (DSO) before reducing their course load. A student who drops below a full course of study without the prior approval will be considered out of status. (Exception: Medical Condition)

Please check appropriate box:

Academic Difficulties *(Limited to one semester; not less than 6 hours)*
- Student is having initial difficulties with the English language or reading requirements. *(1st semester ONLY)*
- Student is having initial difficulties due to unfamiliarity with American teaching methods. *(1st semester ONLY)*
- Student must drop class due to improper course level placement.

Academic Advisor/Supervising Professor ____________________________ Date ____________

DSO approving this RCL ____________________________ Date ____________