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## 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)**

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**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. (1<sup>st</sup> semester ONLY)
- Student is having **initial** difficulties due to unfamiliarity with American teaching methods. (1<sup>st</sup> semester ONLY)
- Student must drop class due to improper course level placement.

Academic Advisor/Supervising Professor \_\_\_\_\_ Date \_\_\_\_\_

DSO approving this RCL \_\_\_\_\_ Date \_\_\_\_\_