

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

owed to UNA.

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 stated. 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

## 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