

ACADMEIC DIFFICULTY REDUCED COURSE LOAD PERMISSION

Reduced enrollment must be approved by International Student Admission and Programs ***before*** dropping courses.

- Students may seek authorization to be enrolled less than full-time during a given semester for a limited number of academic reasons including improper course placement or sequence, initial English language difficulties, initial difficulty with reading requirements, or unfamiliarity with American teaching methods.
- An academic adviser (college or major adviser) or professor teaching the class that will be dropped must recommend the reduced enrollment.
- Reduced enrollment for academic reasons may be approved for ***only one semester*** during the student's degree program. Students should consider this carefully before requesting an approved reduced enrollment for academic reasons since it can only be used once.

SECTION 1: STUDENT INFORMATION

Student's Family Name (Last Name)			
Student's Given Name (First Name)			
Date of Birth		UWG Student ID	917
Phone Number		SEVIS ID Number	N000
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

SECTION 2: PROGRAM INFORMATION

Level of Study	Bachelors	Masters	PhD	Certificate
First Semester at UWG	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____	Semester of requested Reduced Enrollment		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____
Major	Expected Program Completion Date			
Reason for Reduced Enrollment	<input type="checkbox"/> Improper course placement or sequence <input type="checkbox"/> Initial difficulties with English language requirements (first semester only) <input type="checkbox"/> Initial difficulties with English reading requirements (first semester only) <input type="checkbox"/> Unfamiliarity with U.S. teaching methods (first semester only)			

Statement of Understanding

I understand that a reduced course load exception can be used only one time during my studies in the United States. Failure to remain enrolled full time until your reduced course load is approved with result in you falling out of status.

Student's Signature: _____ Date: _____

SECTION 3: PROPOSED SCHEDULE

Please use this section to provide the schedule of classes for the semester in which you are dropping below full time.

Class Title EX: UWG1101	Course Name EX: UNIVERSITY EXPERIENCE	Instructor EX: INSTRUCTION NAME	Online or In Person EX: IN PERSON	Credit Hours EX: 3
Total Number of Credit Hours				

SECTION 4: ACADEMIC ADVISOR OR DEAN RECOMMENDATION

I am aware of the circumstances above, have reviewed the educational implications and recommend reduced enrollment for the requested semester.

Signature of Academic Advisor		Date	
Printed Name			
Title			

Email completed forms to isap@westga.edu