



STUDENT INFORMATION

LAST/FAMILY NAME, capitalized

First/Given Name

E-mail Address

Telephone Number

Academic Degree Level

Academic Department

Date expected to complete all coursework for degree program

Date expected to complete all requirements for graduation

TO THE ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor, Department Head, or Dean

Reduced course load is recommended based on the following reasons:

- Initial difficulty with English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement
- Illness or medical condition (physician's note is required)
- Final academic term; academic program expected to be completed during the current academic term

Comments: _____

Recommended # of academic credit hours for this semester

Anticipated Graduation Date

I certify the above is correct and that I have reviewed and approved the reduced course load request.

STUDENT Signature: _____

Date: _____

ADVISOR Signature: _____

Date: _____

ADVISOR Name & Title: _____