



SMU®

International Student & Scholar Services Office

REDUCED COURSE LOAD AUTHORIZATION FORM
ACADEMIC REASONS

Authorization by the “Designated School Official” of the International Office must be obtained **prior** to a student reducing their course load.

A student may take a reduced course load of no less than 6 hours if PRIOR approval of the Designated School Official from the International Office is received. Dropping to a reduced course load before approval is received will result in the student being out of status. The International Office is required to report out of status students to the Department of Homeland Security. This action may result in the student being required to leave the country.

Authorization for reduced course load due to academic reasons (numbers 1 through 4 under Step One) may be granted for only one semester during a student’s program (per program level), i.e., a student pursuing a bachelor’s degree can only be authorized one time for one semester for the entire four-year degree program.

F-1 students: 8 CFR 214.2(f)(6)(iii)(A) J-1 students: 22 CFR 62.23(e)(3)

Student name: _____ Student ID: _____

Student SEVIS ID Number: _____

Today’s date: _____

Semester and year for Reduced Course Load: _____

Both steps must be completed before the student drops the class/classes.

STEP ONE: ACADEMIC ADVISOR AUTHORIZATION:

Student has permission to take a reduced course load for the following reason(s):

- _____ 1. Initial difficulty with the English language (only allowed during the first semester)
- _____ 2. Initial difficulty with reading requirements (only allowed during first semester)
- _____ 3. Unfamiliarity with U.S. teaching methods (only allowed during first semester)
- _____ 4. Improper course level placement

By signing my name below, I affirm that this recommendation for Reduced Course Load is due to one of the indicated academic reasons listed above. Moreover, the student is **making normal progress** toward completing the educational objectives of his/her program and this recommendation has not been granted for other reasons. **Remember, it is considered fraud to recommend a reduced course load due to other circumstances not listed above.**

(Academic Advisor) Print name: _____ Signature: _____

Date: _____ Phone: _____ E-mail: _____

Name and course number of class or classes to be dropped:

STEP TWO: DESIGNATED SCHOOL OFFICIAL AUTHORIZATION:

(International Advisor) Print name: _____ Signature: _____

Date: _____ Phone: _____ E-mail: _____

NOTE: YOU ARE NOT AUTHORIZED TO DROP CLASSES THAT WILL PUT BELOW FULL-TIME ENROLLMENT, UNTIL YOU HAVE RECEIVED SIGNATURE FROM A DESIGNATED SCHOOL OFFICIAL. DROPPING CLASSES WITHOUT DSO'SIGNATURE WILL RESULT IN FAILURE TO MAINTAIN YOUR F1 STATUS.