

Request to Reduce Course Load (fewer than 12 credit hours)

Complete this form and return it to International Admissions BEFORE dropping or withdrawing from a course. Make an appointment with an International Admissions Advisor to discuss your request. **Once your request is approved, you may then go to Admissions, U214, to drop or withdraw from the course.**

Section A (Student Completes):

Last/Family Name: _____ First/Given Name: _____
Date of Birth (mm/dd/yyyy): _____ Parkland ID #: _____
Email (personal): _____ Email (Parkland student): _____
Telephone: _____
Major/Program: _____
Number of Credit hours remaining after drop: _____
Reason for Request: _____

Semester of Requested Reduced Course load: Fall Semester () Spring Semester () 20__

Signature: _____ Date: _____

Section B (School Official Completes):

Academic Counselor/Advisor: Please contact International Admissions (2890) for guidance regarding full course load regulations

Parkland Official's Recommendation (check only one):

- Illness or Medical Condition (**must be accompanied by a doctor's note**)
- Student is in the final semester and needs less than full course load to complete degree (**a completed Petition to Graduate / Informal Degree Audit form is required**)
- Other: _____

Another option:

- Student was placed in a course for which s/he doesn't have necessary background
- Initial difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods

Instructor/counselor/advisor (circle one)

Name: _____ Phone #: _____

Signature: _____ Today's Date: _____

