

Reduced Course Load Request Form

Part 1: To be completed by the student

1. Student's Full Name _____
2. Santa Fe Student ID # _____
3. I am applying for a reduced course load for the following semester: Spring Summer Fall Year : _____
4. The reason for my reduced course load is: (choose one)
 - Academic Difficulty (requires advisor complete Part 2 below)
 - Temporary Illness or medical condition (requires medical documentation)
 - Completion of Course of Study (requires advisor complete Part 2 below)

I understand the requirements of a Reduced Course Load and how it affects my immigration status.

Student Signature: _____ Date: _____

Part 2: To be completed by an Academic Advisor at Santa Fe College

The student above is requesting a Reduced Course Load (less than full time) for one semester. The student has indicated the reason for the request is due to either academic difficulties or because they are completing their course of study. Please use this section to verify the student's status.

1. I verify that the student expressed that they are:
 - Having academic difficulty for the following reason (choose one)
 - Initial Difficulty with the English language or reading requirements (first semester only)
 - Unfamiliarity with American teaching methods (first semester only)
 - Improper course level placement (please attach explanation)
 - Completing his/her degree in the indicated semester (last semester only). The student will be eligible to graduate at the end of the semester and has no additional required classes.

Comments: _____

I verify that the reason given above is correct to the best of my knowledge.

Advisor Name: _____

Phone: _____ Email: _____

Advisor Signature _____ Date _____

Part 3: Attach any required documentation

This form must be submitted by the last day to drop with a "W".
 Please return this form to:

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www.sfcollge.edu
 Find our Equal Access/Equal Opportunity statement online at www.sfcollge.edu/eao