

INTERNATIONAL STUDENTS SERVICES
 3000 NW 83rd Street
 Building S, Room 310
 Gainesville, FL 32606
 Phone 352-395-5607/Fax 352-395-4484
international@sfcollge.edu



REQUEST FOR REDUCED COURSE LOAD DUE TO ACADEMIC DIFFICULTIES

An F1 student that is intending to take less than 12 credit hours must complete and submit this form to the Office of International Student Services (ISS) or email it at international@sfcollge.edu. The information requested on this form is required by Santa Fe College to authorize a reduced course load due to academic difficulties. Please submit this completed form along with a letter form Academic Advisor and/or faculty member(s) recommending the reduced course load.

I. To be completed by the Student:

Last Name	First Name	SFID
E-mail	Degree Level	Major of Study
Semester	Year	

I initially registered for a full-time course load but I am now requesting approval for a reduced course load due to the academic difficulty cited below. Attached to this request is a letter(s) from my Academic Advisor and/or Faculty Member(s) teaching the course(s) to be dropped recommending the reduced course load.

- Difficulty with the English language or reading requirements (first semester in U.S. only)
- Unfamiliarity with U.S. teaching methods (first semester in U.S. only)
- Improper course level placement.

I understand that I cannot reduce my course load until I obtain authorization from ISS. If my request is approved, I understand that I still must maintain an enrollment of at least six credit hours to remain in compliance with immigration regulations.

I understand that should I be approved for this semester, this will be a one-time approval. I will not be eligible to request another reduced course load for academic reasons for the duration of my current academic program. I attest that the reason cited above, and documented herein, is true and valid.

Student's Signature	Date
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II. To be completed by ISS Advisor (Designated School Official):

In accordance with 8 CFR 214.2(f)(6)(iii)(A):
 Student's request for reduced course load is APPROVED.
 Student's request is DENIED. He/She must remain registered for a full-time course load to remain in compliance with immigration regulations.
 Notes: _____
 ISS Advisor/DSO: _____ Signature: _____ DATE: _____