Underload Request/Notification Form

Name: ________________________________ Student ID#: __________________

Program of Study: ___________________ Email: ___________________________

Assistantship Hiring Department __________________________________________

I am requesting an underload for the ___________ semester of _________ year.

I will be carrying _____ hours (cannot be less than 6 graduate hours).

My reason(s) for making this request is/are:

Note that students on assistantships should be enrolled in at least 9 hours per semester and that an underload of no less than six graduate hours is generally granted for only one semester during their academic career. Underloads are usually requested by students in the first or last semester of their program, or due to extenuating circumstances. Approval for the underload should be requested with appropriate justification and signature of the assistantship supervisor and graduate program director.

Students on an F-1 student visa must maintain a full course of study (9 credit hours for graduate students) each semester. An F-1 student must have a Reduced Courses Load (RCL) approved by ISSS before they can drop below full time.

Student Signature: ________________________________ Date: _____________

Request Endorsed: ISSS Director (F-1 visa students only): _______________________

Assistantship Supervisor: _______________________________________________

Graduate Program Director: _____________________________________________

Approved by The Graduate School: ______________________________ Date: __________

Please submit this form with all required signatures to The Graduate School, MSC 6702.