



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.