



# OVERLOAD / REDUCED COURSE REQUEST FORM

Date: \_\_\_\_\_

<b>Name</b>	_____		
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>Email</b>	_____	<b>SEVIS ID#</b>	_____
<b>Program</b>	<input type="checkbox"/> MBA	<b>Concentration</b>	_____
<b>Quarter Requested</b>	<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	<b>Year</b>	_____
<b>Request Type</b>	<input type="checkbox"/> Reduced Course <input type="checkbox"/> Course Overload		
<b>If applying for Reduced Course</b>	<b>Specify Reason/s</b> <input type="checkbox"/> Completing the program of study in the current quarter. <input type="checkbox"/> English Language and/or reading difficulties. <input type="checkbox"/> Unfamiliar with U.S. teaching style (applicable for the 1 <sup>st</sup> Quarter only) <input type="checkbox"/> Improper course level placement (granted once per degree level) <input type="checkbox"/> Health issue: provide supplemental documents (eg. Medical Certificate) <input type="checkbox"/> Others, specify reason _____		
<b>If applying for Course Overload</b>	<b>Specify Reason/s</b> <input type="checkbox"/> Complete the program earlier. <input type="checkbox"/> Make-up for quarter/s on-leave. <input type="checkbox"/> Others, specify reason _____ <b>Employment Commitments</b> <ul style="list-style-type: none"> <li>Please assess your employment and other commitments when requesting course overload. Refer to the School Catalog regarding <u>Academic Load and Employment</u>. Specify employment and other commitments for the quarter of the overload: _____</li> </ul> <input type="checkbox"/> Intend to apply for CPT this quarter? [ <input type="checkbox"/> Yes <input type="checkbox"/> No ]		

Please list your proposed course schedule in the space provided below		
Course Number	Course Title	Credit Units
<b>Total Credit Units →</b>		

Student Name _____	Signature _____	Date _____
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*This section to be completed by Student Services and approved either by the CAO or the Director for International Student Services (See Approval Note):*

<b>Academic Performance</b>	Academic Standing: [ <input type="checkbox"/> Good-Standing <input type="checkbox"/> Probation ] Meets SAP [ <input type="checkbox"/> Yes <input type="checkbox"/> No ]
<b>Approval Note</b> <i>CAO for Course Overload (P)DSO for Reduced course</i>	<input type="checkbox"/> I certify and approve the reduction in course load for the quarter applied for. <input type="checkbox"/> I certify and approve the course overload request for the quarter applied for. <input type="checkbox"/> I Disapprove the request for (Course overload/Reduced course) for the following reason: _____ _____

Chief Academic Officer _____	Signature _____	Date _____
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Director for International Student Services _____	Signature _____	Date _____
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