



Center for International Education  
3800 Victory Parkway  
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Phone: +1 (513) 745-2864  
Fax: +1 (513) 745-2876  
[www.xavier.edu/international](http://www.xavier.edu/international)

**REDUCED COURSE LOAD FORM**  
*(Request to Drop Below Full-Time Status)*

In order to request a reduced course load and drop below full-time status, please complete the enclosed form.

**Please note that your request must be approved by your International student Advisor before you drop your class(es).**

If you have any questions, please contact your International Student Advisor at [international@xavier.edu](mailto:international@xavier.edu), or via phone, at (513) 745-2864.

When ready, please submit all paperwork to:

Laura Hellebusch  
International Student Advisor  
Center for International Education  
Xavier University  
Gallagher Student Center, Room 230  
3800 Victory Parkway  
Cincinnati, OH 45207-2171

Fax: (513) 745-2876  
Email: [international@xavier.edu](mailto:international@xavier.edu)



**REDUCED COURSE LOAD FORM**

**Part I: To Be Completed By Student**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Term: \_\_\_\_\_

Reason for Dropping Courses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

**Part II: To Be Completed By The Academic Advisor**

Academic Advisor's Signature: \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_ (MM/DD/YYYY)

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**FOR CIE OFFICE USE ONLY**

Received by: \_\_\_\_\_

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