

**Standard Operating Procedure –Reduced Course Load--College**

**Responsibility:** Associate Dean; College Coordinator

**Time Frame:** Prior to the last day to add a class in the first regular session of any academic term

**Definition:** Professional students and F-1 non-immigrant graduate students may request approval for a reduced course load. The Associate Dean of the College of Education may certify full-time equivalency for a master’s student taking less than nine (9) semester hours or a doctoral student taking fewer than nine (9) semester hours in a Fall or Spring semester.

**Procedures:**

**Step 1:** Requests for a course load reduction requires approval prior to the [last day to add a class](#) in the first regular session of any term using the [Graduate and Professional Student Petition](#) and *must* include a memo from the Department Chair and or Advisor supporting the request for a course load reduction.

**Step 2:** Submit [Student Petition](#) to the College Office of Graduate Studies.

**Special Circumstances:**

- A doctoral student, not on campus and not using University resources
- A doctoral student meeting the early submission deadline
- A doctoral student in their final graduating semester needing less than nine (9) credit hours to complete their degree requirements
- International students with prior permission from ISSO

If a student fails to submit a petition, to request a reduced minimum enrollment, by the deadline of the [last day to add a class](#) in the first regular session, of any term, the University requires enrollment in three (3) credit hours of dissertation/thesis.

**Step 3:** If the student completes all required dissertation hours and uploads, the College approves one hour of practicum/internship until graduation.

**Step 4:** Registration for class

**Step 5:** College of Education submits the request to the “Image Only”.