

Undergraduate Reduced Credit Load Application Form– Fall 2026

Student No. _____ Name _____ Mobile _____ Department _____

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

**Seniors (fifth year and above) are required to take at least one course per semester; there is no minimum grade requirement.

Note:

The minimum course load is 16 credits for freshmen, sophomores, and juniors, and 9 credits for seniors. Underload requires approval from both the advisor and department director.

Students falling below the minimum must submit this form. **If further credit reduction occurs after course withdrawal, a new application is required—even if an earlier underload was approved.**

Application Deadlines:

- During the Add-or-Drop Period: until September 18, 2026 (Fri)
- During the Course Withdrawal Period: until November 20, 2026 (Fri)

Procedure :

1. Consult with advisor
2. Obtain approval from the Dean.
3. Department office will update the system. Student should confirm the result online
4. Check the course selection status for the message: “Underload Application Approved.”

Please enclose a copy of your transcript and course selection results for the teacher's reference and also allow time for their approval.

Intended credit amount : _____ credits

Reason for Underload Application :

Student Signature _____

Required signatures

Advisor's Signature

→ Department Chair

→ Department Office