



FORM TO REQUEST PERMISSION FOR A REDUCED COURSE LOAD

INFORMATION

The standard course load for LUC students is 15 ECTS per block, 30 ECTS per semester. It is possible to request a reduced course load, meaning the student would enroll for less than 15 ECTS per block. Because a reduced course load could mean the student will not graduate within the standard three years*, the student should discuss his/her circumstances with the personal tutor. Reduced course loads are usually approved in case the student has a learning disability, suffers from illness, or extenuating circumstances that might affect his/her academic performance.

The student needs to request a reduced course load **two weeks before the start of the semester/block**. After the first week of a course, the student may not withdraw from a course without permission from the Board of Examiners.

*Please note that a reduced course load is only recognised as an extenuating circumstance within the scope of the Binding Study Advice (P1+P2) when it has been approved by the SEA on behalf of the Executive Board Leiden. For more information please consult the BSA regulation of Leiden University.

TO BE COMPLETED BY STUDENT

I request permission for a reduced course load:

Student ID: _____ Email: _____

I want to take _____ ECTS worth of courses in: Block 1 Block 2 Block 3 Block 4

How this impacts my study plan: _____

Comments: _____

Date: _____ Name: _____ Signature: _____

TO BE COMPLETED BY STUDENT'S TUTOR

The student has discussed his/her reduced course load with me.

How the credit shortage will be repaired: _____

Advice: _____

Date: _____ Name: _____ Signature: _____

TO BE COMPLETED BY SENIOR TUTOR

Request: Approved Denied

Grounds: _____

Date: _____ Name: _____ Signature: _____