



REDUCED COURSE LOAD REQUEST FORM

Federal immigration regulations stipulate that an international student **MUST** enroll full-time each semester except during the vacation period. Enrolling less than full time (reduced course load) may be approved under certain circumstances. The student must resume a full course of study at the start of the next available semester, excluding the summer session. A reduced course load consists of at least half the clock hours required for a full course of study, and can only be authorized once within one program (degree level). This form should be completed by the student and faculty advisor and forwarded to the International Student and Scholar Services Office.

Part I: To be completed by the student. Please type or print clearly.

ID#: _____ LAST NAME: _____ FIRST NAME: _____

Phone _____ Email: _____

Degree: ELL: B.S. /B.A.: MA/MS: PHD: Major: _____

Credits needed to graduate: _____ Expected graduation date: _____

Total # of Credits to date: _____ Credits this semester: _____

Have you requested a reduced course load previously? Yes No

If yes, please explain: _____

If this is your final term, will you be applying for OPT? Yes No

Please verify that you understand and accept the following by checking the box of each item below.

- Less than full-time enrollment based on academic difficulty can be authorized only ONCE per degree level.
- I must enroll at least half-time (4 credits for graduate students and 6 credits for undergraduate students).
- After receiving permission, I must withdraw from class(es) in person at the Office of the Registrar with this form signed by an ISSS Advisor, or with the form I-20 (F-1 students) authorizing permission to enroll for less than full-time credits.

STUDENT SIGNATURE: _____

DATE: _____

Part II: To be completed by the student's Academic Advisor.

The student is requesting authorization to carry/drop to _____ credits hour this semester.

Academic Semester Requested: Fall Spring Year _____.

PLEASE INDICATE THE MOST APPROPRIATE REASON THE STUDENT NEEDS AUTHORIZATION TO DROP BELOW A FULL COURSE LOAD:

- The student is having difficulty with the English language (*normally available during the first semester of study*).
- The student is having difficulty with the reading requirements of the course.
- The student is unfamiliar with American teaching methods (*normally available during the first semester of study*).
- The student has been placed at an improper course level (*in addition to this form, please provide a letter of assessment verifying that student was improperly placed in a course that has proven too difficult for his/her current level of academic ability and recommendation that he/she is allowed to withdraw from that course*).
- The student has less than a full course load required to finish the degree program this semester (*petition to graduate must be on file with the Registrar's Office*).
- The student has a graduate assistantship, and although under-enrolled this semester will accumulate a minimum of 12 credits during the academic year.
- The student has completed formal course work and is preparing for a comprehensive examination.
- The student has completed formal course work and is engaged in thesis or dissertation research.
- The student has a medical reason which requires less than full-time enrollment (*student must attach signed medical documentation from the Peter J. Fine Student Health Services or a U.S. based physician clearly stating the recommendation to take a reduced course load*).
- Other (provide an explanation on a separate sheet of paper).

I certify that the above information is true and correct. The educational implications have been reviewed and the student advised appropriately.

Name of Academic Advisor (print)

Signature

Date

Part III: To be completed by the Designated School Officer/Responsible Officer at International Student and Scholar Services

The student is granted an exception to a full course of study rule and is considered to be fulfilling the full course of student requirements according to regulations.

Name of Designated School Officer (print)

Signature

Date