



Office of International Student Services
Center for International Studies
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Request for Reduced Course Load Authorization

Federal regulations (law) require all students in F-1 or J-1 visa status to enroll in and complete a full-time load of courses each fall and spring semester. Undergraduate students are required to complete 12 credits each semester; graduate students are required to complete 9. Grades of incomplete (Y), withdrawn (EX), or delayed (DL) do not meet this requirement. Only letter grades (A, B, C, D, or F) count towards full-time enrollment.

Under certain circumstances, students may apply for authorization to complete a reduced course load. These circumstances include medical reasons, improper course level placement, difficulties with the English language (in the first semester only), and difficulties with American teaching methods (in the first semester only). Additionally, students are able to enroll in a reduced course load during their last term before graduating.

In order to be eligible to register for a reduced course load, you must have the attached form filled out by your academic advisor. Once this form is complete, return it to the Office of International Student and Scholar Services where it will be reviewed. You will be informed of the decision by email.

Dropping a course without approval from the Office of International Student and Scholar Services will put you in violation of your immigration status. You cannot drop a course until you have written approval from our office.

To repeat: you cannot drop a class until you have received *written* approval from our office to do so.

If you or your academic advisor have any questions, please contact our office.

