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 Grades of non-participation (FN), withdrawn (EX), or delayed (DL) do not meet this requirement.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 has any questions, please contact our office.
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Student Information (student completes this section)

Your Name: _________________________________ , _____________________________

Family/Last Name                                       Given/First Name(s)                                select one

Visa:   F1       J1

Student Number: ________________________________      Today’s Date: ______________

Your Degree Program/Major: _____________________________________________________________________

Current Level (select one): Bachelor’s       Master’s       Graduate Certificate       PhD       OD

Which class(es) will you drop: _______________________________________________________________

How many credit hours will you be enrolled after dropping the class(es): _______________________

Basis for Reduced Course Load Authorization (advisor completes this section)

U.S. immigration law requires international students to register for full-time study during each fall and spring semester. Full-time study is 12 credit hours for undergraduates and 9 credit hours for graduate students.

Certain circumstances justify a reduced course load. Since you are in the best position to supply information about this student's academic situation, we are asking you to indicate which of the following situations, if any, explains why the student should not enroll in a full-time load of courses.

Please indicate the student’s graduation date, the semester in question, and the reason for the requested reduced course load.

1. Anticipated Graduate Date (semester and year): ____________________

2. This form is for the: fall     winter/spring     20_____  (this form is not need for summer terms)

3. I recommend that this student be authorized for a reduced course load because s/he (check one):

   [  ] is having difficulty in his/her first or second semester with:
     □ English language
     □ Reading requirements
     □ American teaching methods
     □ Improper course placement

   [  ] will finish the degree program at the end of this semester
   [  ] has a medical condition (attach documentation from a licensed doctor)

4. Notes (if any):

_________________________________________________

___________________________________________

Signature       Date

Print Name       Title

For use by ISS staff only

Hold(s)? _____________________________  Current enrollment: _____________________________

Periods of RCL? _________________________

Date completed: __________________     Signature: __________________