

REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD
FOR ACADEMIC REASONS
INTERNATIONAL STUDENTS IN F-1 STATUS

The information requested is needed to comply with United States Citizenship and Immigration Services regulations. The international student named below is applying for approval to take a reduced course load.

An F-1 student who drops below a full-course of study without the proper approval from the Office of International Student and Scholar Services will be in violation of federal regulations governing F1 students and will be rendered out of legal status.

1. A reduced course load for academic reasons must consist of at least 6 credits: If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will not be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that same degree level.
2. A reduced course load due to completion of study: a student who registers for less than a full course load because he/she intends to graduate in that semester, and then does not graduate, will be considered out of status and is at risk of losing all F-1 benefits including employment.

TO BE COMPLETED BY THE STUDENT: *please print neatly*

Degree Level: Undergraduate ___ Graduate ___ Ph.D

Major: _____

Student Name: Last _____

First _____

EMPL ID: _____ Phone# _____

E-Mail Address: _____

I am requesting approval for a reduced course load based on the following reason:

- Academic Reason
- Completion of Studies

Student Signature: _____

TO BE COMPLETED BY ACADEMIC ADVISOR:

Semester/Year of request:

Fall _____ Spring _____

Student is being recommended for an academic reduced course load for the following reason:

1. Academic Difficulty

The Designated School Official may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the Designated School Official due to academic difficulties while pursuing a course of study at that program level.

- Initial difficulty with English Language or reading readiness
- Unfamiliarity with U.S. teaching methods
- Improper course level placement (this means that the student has been improperly placed in a course which is either too basic or too advanced for his or her preparation)

I certify that the student's request to take a reduced course load is due to one of the three reasons listed above. I provide the following information to support this recommendation:

2. Completion of Studies:

The student is applying for a reduced course load due to the completion of studies. I certify that the student named above will meet all of the requirements for graduation at the conclusion of the semester indicated above.

Advisors Name: _____ Telephone ext. _____

Advisors Signature: _____ Date _____