

**Request for Reduced Course Load**

***Academic Advisor's Recommendation***

All international students in F-1 or J-1 status are required to maintain a full course load of study during their academic year in order to remain in compliance with his/her nonimmigrant status. A full course of study is defined by the Immigration and Naturalization Service as a minimum of 12 credits per semester for undergraduate students and a minimum of 9 credits per semester for graduate students. There are some exceptions to the full-time enrollment requirement and they are outlined below. To drop below full-time status during fall or spring semesters, the student must request an override from an Immigration advisor, the student's academic advisor must complete this form, and the student must schedule an appointment with an Immigration advisor before the semester begins or within the first three days of classes. A student who drops below a full course of study without the prior approval of the International Office will be considered out of status.

Student's Name \_\_\_\_\_

SS Number \_\_\_\_\_ Major \_\_\_\_\_

Circle one: Undergraduate Student, Graduate Student\*

Anticipated graduation date \_\_\_\_\_

\* Graduate assistants may require form PERS 938 as well (contact your department co-ordinator or supervisor).

***The following are acceptable reasons to be enrolled less than full-time during a semester and still maintain valid immigration status. Please ask your advisor to indicate the reason:***

- Illness or medical condition precludes student from carrying a full course load. A letter from the licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist must be attached. May not exceed 12 months in aggregate.
- Improper course placement (allowed only once)
- Initial difficulty with reading requirements in first semester
- Initial difficulty with the English language in the first semester
- Unfamiliar with American teaching methods in first semester
- Concurrently enrolled part-time at another institution (proof of enrollment must be attached)
- Will graduate this semester and is taking the last remaining courses necessary to complete degree requirements (allowed only once)
- Graduate student engaged in full-time research for thesis or dissertation and registered for course number 499 or 599.
- Student authorized for Curricular Practical Training for more than 20 hours per week and, if not required for degree, registered for at least 1 credit of Professional Practice or Internship

Academic Advisor's Name and Title \_\_\_\_\_

Please print

Semester this form affects \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_