



**INTERNATIONAL STUDENT SERVICES
REDUCED COURSE LOAD REQUEST**

This form is for international students on an F-1 student visa to request permission for a reduced course load for one semester. A student who drops below full time without the prior approval of a DSO will be considered out of status and his or her I-20 will be terminated immediately. A reduced course load consists of at least six credits, which must all be attended on campus, except in cases involving medical conditions.

STUDENT INFORMATION

Legal Name: _____ **CF ID No.:** _____

Semester of Reduced Course Load: Fall Spring Summer **Year:** _____

REASON FOR REDUCED COURSE LOAD (check only one)

Completion of Program (last semester only)

You must graduate at the end of the semester for which you receive authorization for a reduced course load. Failure to graduate after taking a reduced course load will result in an immigration status violation. You cannot take classes after graduation as a non-degree seeking student. If approved, you must take at least six credits of on-campus coursework.

Expected Degree: A.A. A.S. Bachelor's **Program Code:** _____

Verification to be completed by an Academic Advisor

I verify that the student named above will be eligible to graduate at the end of the semester listed above and has no additional required classes.

Academic Advisor Signature Date: MM/DD/YY

Unfamiliarity with U.S. teaching methods (first semester only)

Reason for academic difficulties:

Difficulty with the English language (first semester only)

Reason for academic difficulties:



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Improper Course Level Placement

Verification to be completed by an Academic Advisor

Explanation of advisor or department error that resulted in incorrect course placement:

I verify that the student was placed in an incorrect level or course and it is my recommendation that he or she be allowed a reduced course load this semester.

Academic Advisor Signature

Date: MM/DD/YY

Medical Condition

Submit official medical documentation stating the nature of the serious medical condition, the reason the reduced course load is necessary, and how many hours may be taken during that semester. This documentation must be on the physician's or practitioner's letterhead and must include their contact information.

Enrollment in zero (0) hours is permitted, but only if clearly recommended in the letter from the licensed medical professional.

If approved, the reduced course load is for one semester only and you must submit new documentation for any future semesters.

An aggregate limit of 12 months of reduced course load is allowed per degree level.

Only the following medical practitioner types may provide documentation; be sure that your letter is supplied by one of them:

- Licensed Medical Doctor
- Doctor of Osteopathy
- Licensed Clinical Psychologist

I understand the requirements of a reduced course load and how it affects my immigration status.

Student Signature

Date: MM/DD/YY

Office Use Only

Approved Denied DSO Processed by: _____

Date: MM/DD/YY