



INTERNATIONAL STUDENT OFFICE

# Reduced Course Load

Request/Authorization Form

U.S. Citizenship and Immigration Services (USCIS) requires all F-1 students to pursue a full course of studies each semester except in the below prescribed circumstances for which authorization must first be secured from the International Student Office. Any F-1 student enrolling for less than a full course load (9 credits graduate, 12 credits undergraduate) must submit this form at least two weeks PRIOR to the start of the semester or PRIOR to dropping any courses.

### To Be Completed By Student

Student ID: \_\_\_\_\_ Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### To Be Completed By Academic Records, Dean, or Faculty Advisor

### Reason for Reduced Course Load

Program Start Date: \_\_\_\_\_ Expected Program Completion Date: \_\_\_\_\_

Semester & Year not registered full-time: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

I recommend a reduced course load for the above student based upon the following:

- Completion of Course of Study** – Student is expected to complete all degree requirements by the end of the semester. [8 CFR 214.2(f)(6)(iii)(C)]
- Medical Conditions** – Student is prevented by a medical condition from pursuing a full course of study. Requires a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The physician or psychologist must recommend either part-time or no enrollment, and must indicate the term for which the reduced course load is applicable. A reduced course load for medical reasons may be recommended for more than one term, but may not exceed an aggregate of 12 months per program level. The student must reapply for a reduced course load each semester. [8 CFR 214.2(f)(6)(iii)(B)]
- Academic Difficulties** [8 CFR 214.2(f)(6)(iii)(A)] (Must be enrolled at least ½ time.)
  - Improper Course Level Placement** (Only when the adviser recommended the course for which the student was academically unprepared) Course Name/No. \_\_\_\_\_
  - Difficulties with English language** or reading requirements in the first term of study in the USA.
  - Unfamiliarity with American teaching methods** in the first term of study in the USA.
- Concurrent Enrollment** [8 CFR 214.2(f)(6)(iv)]

### Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name: Dean/Academic Advisor/Faculty Advisor

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: PDSO / DSO

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date