



Reduced Course Load

According to the U.S. Citizen and Immigration Services (USCIS) regulations, a non-immigrant international student with F-1 status must be enrolled for a full-course of study (undergraduate: 12 credits minimum; graduate: 9 credits minimum).

A student is eligible for a reduced course load if:

1. Has an illness of medical condition: ONE year, a semester at a time with a note from the doctor explaining situation.
2. Initial Difficulty with English Language, Initial Difficulty with Reading Requirements, or Unfamiliarity with American Teaching Methods: ONE semester, during the FIRST year of your study.
3. Improper Course Level Placement.
4. Completing Course of Study in Current Term.

Procedures to Apply:

1. Meet with an international student advisor to discuss your situation.
2. If the international student advisor feels that your reason is justified, take this form to be filled out by your academic advisor or graduate coordinator.
3. DO NOT drop below the full course load before meeting with the international student advisor.

STUDENT INFORMATION **To be filled out by Student**

Name: _____ Banner ID #: _____
(Last) (First)

Name of Department: _____ Level of Study (UG/GRAD): _____

Number of credit hours: _____ Semester (Fall/Spring): _____ Year _____

REASON FOR RCL **To be filled out by Advisor/Graduate Coordinator**

I consider my advisee to be a full-time student making normal progress toward a degree. Specially, my advisee (check one):

Academic Difficulty

- Initial difficulty with the English language/Initial difficulty with reading assignment (first year only)
- Improper course level placement
- Is having adjustment difficulty in American classroom (first semester only)
- Unfamiliarity with American teaching methods
- Has been advised by me to audit one or more courses

Completion of Program

- is a graduate student who has completed all coursework and is enrolling for approved internship or practicum
- is enrolling for the final program requirements
- is an undergraduate/graduate student who will be studying full-time for a general examination

Medical

Medical reasons should be submitted separately and must be accompanied by a physician's statement

**can discuss with advisor/graduate coordinator but not needed – please provide ISS with note from a physician*

 Name of advisor/graduate coordinator/ Professor Signature Date

 Department Phone Number Email