

### Reduced Course Load for F-1 and J-1 Students

**Do not enroll for less than a full course load or drop below a full course load without PRIOR approval.**

**Read the instructions on the reverse side of this form before completing the form.**

<b>Name (Print)</b>		<b>Dragon ID:</b>	
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<b>Degree Level/major</b>		<b>Expected Date of Graduation (month/year)</b>	
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1. Indicate the term for which you are requesting a reduced course load:  Fall  Spring of Year: \_\_\_\_\_
2. Indicate the total number of credits you will be taking during the requested term: \_\_\_\_\_
3. Indicate the reason for your reduced course load (Student may only be approved once for academic reasons per degree level. (\* - student must maintain at least 6-credits per semester; # - applicable only during the first year in the US):
  - \_\_\_ A. Final semester and less than a full course load needed to graduate. (*Need Registrar's office signature/approval.*) (FT is 12 credits for undergraduates and 8 for graduate students.) **Final semester cannot be only online classes.**
  - \_\_\_ B. Academic difficulties (*Need Academic Advisor Signature/recommendation*)
    - \_\_\_ Initial difficulties with the English language or reading requirements (\*, #)
    - \_\_\_ Unfamiliarity with U.S. teaching methods (\*, #)
    - \_\_\_ Canceling a class due to improper course level placement. (\*)
  - \_\_\_ C. Participating in a full-time required internship (*Attach Curricular Practical Training Form.*)
  - \_\_\_ D. Graduate Student and has only the Thesis, project, exams, etc. remaining for degree completion
  - \_\_\_ E. Has Graduate Assistantship and is registered for 6-credits
  - \_\_\_ F. Concurrently enrolled at another U.S. Institution (*Attach Concurrent Enrollment Form*)
  - \_\_\_ G. Medical Reason (*Attach doctor's letter. See reverse side for details.*)

For the reasons cited above, I recommend the above named student to be allowed to take reduce course load:

**STUDENT'S SIGNATURE:**

I have read and I understand the instructions on the reverse side of this form.

<b>Signature of Student</b>		<b>Date</b>	
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**REGISTRAR'S OFFICE SIGNATURE (For reason A only):**

<b>Signature of Shawn Soderberg, Assistant Registrar</b>		<b>Date</b>	
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**ACADEMIC ADVISER'S SIGNATURE (For reasons A – F):**

As the academic adviser, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's exception from the full course of study be approved for the reasons stipulated in the enclosed letter.

<b>Signature of Academic Advisor</b>		<b>Date</b>	
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# INSTRUCTIONS

## **FULL COURSE OF STUDY REQUIREMENT**

Immigration regulations require that all F-1 and J-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic adviser and must be pre-approved. **Dropping below a full course of study without PRIOR approval results in a loss of legal status.**

## **TO REQUEST A REDUCED COURSE LOAD:**

- 1) Determine if your situation is acceptable for a reduced course load. Read the section “*Acceptable Reasons for a Reduced Course Load*” below. If your reason does not match one of those listed, you are **NOT** eligible for a reduced course load and you must enroll full-time.
- 2) Complete this form and select the reason for your reduced course load.
- 3) Submit the form to your academic adviser for his/her signature.
- 4) If you have selected reason #G (Medical Reason), request a letter from your doctor. See below for details.
- 5) Submit these documents to the Center for Global Engagement (120 CMU) for final approval. Do not drop below full-time until this authorization is given.

***The deadline for submitting a request for reduced course load is the first day of the semester. If you plan to drop below the full course minimum during a semester in progress, you must submit this form to the Center for Global Engagement (CGE) PRIOR to withdrawing from your course(s). Dropping below full-time without PRIOR approval from CGE constitutes a loss of legal status.***

## **GENERAL REGISTRATION INFORMATION**

- Minimum credit requirements for international students is 12 credits for undergraduates and 8 for graduate students per regular semester.
- Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer **MUST** enroll full-time (on campus courses) during the summer of admission.
- Students with F-1 status may include a maximum of one course of not more than 3 credits of online courses in their full course requirement.
- Audited courses do **NOT** count toward the full course requirement. The *audit grade basis* for courses means you do not earn credit for the course.
- Enroll for all of your credits at the beginning of the term. If you plan to split your enrollment between the first and second half of the semester, you must enroll for **ALL** courses at the beginning of the term. You may not wait until midterm to enroll for second-half courses.
- You are responsible for your enrollment. If your adviser/department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs early in the semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you will lose your legal status.

## **ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD**

### **1) FINAL SEMESTER**

- a) For students who will complete their degree at the end of the term for which the reduced course load is requested.

### **2) ACADEMIC DIFFICULTY** due to:

- a) Improper course level placement
- b) Initial difficulty with English language or reading requirements (available only 1<sup>st</sup> term)
- c) Unfamiliarity with US teaching methods (available only 1<sup>st</sup> term)

- May be used once per degree level.

- Requires a recommendation from your academic adviser and professor involved. Email is acceptable.

- Student must maintain half-time enrollment during the semester of reduced course load due to academic difficulty.

### **3) MEDICAL REASON**

- Limited to 12 months of reduced course load per degree level.

- Requires supporting documentation from a licensed medical doctor, doctor of osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.

- The letter must be typed, dated and signed by the physician on the physician’s letterhead **and**
- The physician must indicate that you have a medical condition which prevents you from registering full-time during a specific semester **and**
- The physician must specify the number of semester hours for which you can register **and**
- The physician must specify the date by which you will be expected to return to full-time studies
- Student must have a contract on file with the Clinical Psychologist indicating an assessment plan.

### **4) PARTICIPATING IN A FULL-TIME, REQUIRED INTERNSHIP OR CO-OP PROGRAM**

Requires completion of the ***Curricular Practical Training Endorsement Form*** completed by your academic adviser.