



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 #:80 _____
(First) (Last)

Major of Study: _____

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

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 or initial 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 certified 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
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Department	Phone Number	Email
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