Request for a Reduced Course Load
F1 Undergraduate Students

PLEASE NOTE: The completed form must be returned to the Office of International Programs no later than the 10th day of the semester.

First Name: ____________________________ Last Name: ____________________________

SID: ____________________________ Email address: ____________________________

Immigration regulations require F1 undergraduate & exchange students students to be enrolled full-time each semester; full-time status is 12 credit hours for undergraduate students. Students who will not be full-time must complete this form each semester that they will be less than full-time.

Students will be authorized for a reduced course load by an OIP advisor. Students authorized for a reduced course load must register for at least 6 credit hours and must enroll full-time for the following semester. Students approved for a reduced course load will be notified via email, as listed above, of the approval.

SECTION I: Reason for requesting a reduced course load. Please check ONE.

☐ I will be enrolled for a reduced course load due to unfamiliarity with US teaching methods.*
☐ I will be enrolled for a reduced course load due to initial difficulties with the English language.*
☐ I will be enrolled for a reduced course load due to initial difficulties with reading requirements.*
☐ I will be enrolled for a reduced course load due to improper course level placement.
☐ I will be enrolled for a reduced course load because it is my final semester and my remaining courses are less than a full course load.
☐ I will be enrolled for a reduced course load because of a documented medical condition

* Allowed during the first semester of enrollment in degree courses ONLY.

SECTION II: Academic advisor recommendation.

A request for a reduced course load MUST be supported by the student’s academic advisor. Please review your plans with your advisor and have him/her complete the Academic Advisor Recommendation form.
SECTION II: Other requests

Students unable to enroll full-time for any reason must contact an OIP advisor to discuss their individual circumstances prior to reducing their course load. Immigration regulations require a student requesting this authorization for medical reasons to “provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition.”

Students who will not be enrolled full-time for another reason, such as departing the US temporarily or any other reason, MUST meet with an OIP advisor prior to the 10th day of the semester.

THE COMPLETED FORM MUST BE RETURNED TO THE OFFICE OF INTERNATIONAL PROGRAMS NO LATER THAN THE 10TH DAY OF THE SEMESTER.

For OIP use only:

Notes: ________________________________________________________________

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Request for RCL approved: □ Yes □ No

Student notified: □ Yes □ No

SEVIS updated: □ Yes □ No

Date: _________________________________