INSTRUCTIONS. Complete and submit this form to the Office of International Services (OIS) if you are an F-1 or J-1 student seeking permission to take a reduced courseload (part-time enrollment). Please note: a reduced courseload can be granted only in certain circumstances and always requires the prior authorization of International Services. Do NOT assume that you have permission to take a reduced courseload without the prior written confirmation of the OIS. A reduced courseload without permission is considered an immigration violation leading to a loss of immigration status.

Do not complete this form if you are taking less than 12 credits but doing other non-credit academic activity (e.g., exam preparation, thesis or project research, graduate assistantship, elective or required internships and fieldwork) that makes you eligible for full-time equivalency. You should instead file a Certificate of Equivalency (COE) with the Office of the Registrar to request full-time equivalency.

A. YOUR INFORMATION

Name: __________________________________________    ID#: _________________    E-mail: __________________

Department / Major: _______________________________    Degree Level: ______________________

B. REQUEST FOR REDUCED COURSELOAD

1. I am requesting permission to take a reduced courseload for:
   [ ] Fall 20____    [ ] Spring 20____

2. I intend to take ________ credits this semester. My immigration status is:
   [ ] F-1    [ ] J-1

3. Reason for requesting reduced courseload (check one):

   A. _____ Initial difficulty with the English language. You are in your first semester of study in the U.S. and are having initial difficulty with the English language. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required.

   B. _____ Unfamiliarity with U.S. teaching methods and expectations. You are in your first semester of study in the U.S. and are having initial difficulty due to unfamiliarity with U.S. teaching methods and expectations. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required.

   C. _____ Initial difficulty with the reading requirements. You are in your first semester of study in the U.S. and are having initial difficulty with the reading requirements for your program. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required.

   D. _____ Medical Condition or Illness. You must present a letter from a doctor or medical care provider indicating the nature of the illness and recommending part-time enrollment or, if medically warranted, no coursework. No more than 12 months of permission per degree level may be granted on the basis of a medical condition. Permission can be granted only one semester at a time.

   E. _____ Last semester of study. You are in your last semester you need less than 12 credits (or the equivalent as determined by a COE) to complete your degree requirements. You have your advisor’s certification that the current semester will be your final semester of registration. Once granted, you are no longer eligible to request an extension for your current program. You must complete your degree requirements by the end of the current semester.

_____________________________________________________ ____________________________
Your Signature       Date

C. FACULTY ADVISOR’S CERTIFICATION. A signature of a faculty or departmental advisor is necessary only if you are requesting a reduced courseload because it is your last semester of study (reason E, above).

_____________________________________________________ ____________________________
Advisor’s Signature      Date

Advisor’s Name       Advisor’s E-mail