

REQUEST for REDUCED COURSE LOAD APPROVAL DUE TO ACADEMIC DIFFICULTY FOR STUDENTS IN F-1 STATUS

The information requested on this form is needed to comply with US Citizenship and Immigration Services (USCIS) regulations for students applying for approval to take a reduced course load (less than 12 credits BUT ATLEAST 6 CREDITS per USCIS regulations for academic difficulty). Permission from the International Student Counselor MUST be obtained BEFORE you drop a course or withdraw. If you drop below full time with out the PRIOR approval of the International Student Counselor, you will be in violation of federal regulations governing F-1 students and be considered out of status.

If your request is approved, you must resume a full course of study the next available semester in order to maintain your F-1 Status unless you are graduating. A student previously authorized to drop below a full course load due to academic difficulty will NOT be eligible for a second reduction due to academic difficulty while pursuing a course of study as the same educational level.

STUDENT COMPLETES THIS SECTION:

(Please Print)

Student Name: _____

Email: _____ Phone: _____

Field of Study/Major: _____

Briefly explain reason for academic difficulty: _____

Student Signature: _____ Today's Date: _____

ACADEMIC ADVISOR COMPLETES THIS SECTION:

Semester & Year for this request: Fall 20____ or Spring 20____

The student names above is applying for a reduced course load due to (CHECK ONE ONLY):

- _____ initial difficulty with English language
- _____ initial difficulty with reading requirements
- _____ unfamiliarity with American teaching methods
- _____ improper course placement

A reduced course load for academic reasons must consist of at least 6 credits per USCIS regulations.

I support the student's request to take a reduced course load due to one of the above reasons.

Advisor's Signature

Advisor's Name (Printed)

Department

Date

For Office Use:

ISC Action & Date: _____ Entered into SEVIS (Date & Initials): _____

Notes: _____