

Reduced Course Load for F-1 Students



International Student Success
University Library
Phone: 314.529.9649

- Do not enroll for less than a full course load or drop below a full course load without PRIOR approval from International Student Success.
- Read the instructions on the second page of this form before completing it.

Name (print): _____
Last First Middle
Student ID: _____ Phone: _____
Maryville email: _____ Personal email: _____
Degree Level: Bachelor Certificate Master's Doctorate
Expected Date of Program Completion (month/year): _____ I-20 Expiration Date: _____

Indicate the term and year for which you are requesting a reduced course load:

Fall Spring Summer 2015 2016 2017 2018

Indicate the total number of credits you wish to take during the requested semester: _____

Indicate the reason for your reduced course load:

1. Academic difficulties
- A. Initial difficulties with the English language or reading requirements
 - B. Unfamiliarity with U.S. teaching methods
 - C. Improper course level placement
2. Final semester and less than a full course load needed to graduate
3. Medical Reason (attach a letter from your medical doctor / licensed clinical psychologist)

SIGNATURE OF STUDENT

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

_____ Date: _____

SIGNATURE OF ACADEMIC ADVISOR

As the academic advisor, 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.

_____ Date: _____

Name and Title: _____ Dept: _____

SIGNATURE OF INTERNATIONAL STUDENT SUCCESS STAFF

_____ Date: _____

Full Course of Study Requirement

U.S. federal regulations require that all F-1 students register for and complete a full course of study each fall and spring semester. Exceptions to the "full course of study" requirements are limited. A request for a reduced course load must be supported by your academic advisor as well as International Student Success and must be pre-approved. **Dropping below a full course of study without PRIOR approval from International Student Success could result in a loss of your F-1 status.**

To Request a Reduced Course Load:

1. Determine if your situation requires and is acceptable for a reduced course load by reading the information 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 requested reason #3 (Medical Reason), request a letter from your medical doctor or licensed clinical psychologist.
5. Come to the Division of Student Success during office hours with your original course load form and any necessary support letters. If accepted, a Designated School Official will sign your form and return a copy to you for your records.
 - The **deadline** for submitting a request for a 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 International Student Success **PRIOR** to withdrawing from your course(s).

FULL-TIME REGISTRATION INFORMATION

- **Minimum credit requirements** for:
Graduate students: 9 credits per semester
Undergraduates: 12 credits per semester
- **Summer Session Enrollment:** continuing students are not required to enroll during the summer. Students beginning a program in the summer must be full-time as must those for whom summer is the final term.

- **Thesis credits** DO count toward your full course of study requirement. As long as the total number of credits meets your minimum requirement, you do not need to submit this form.
- Enroll for all of your credits at the beginning of the semester. 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 semester. You may not wait until mid-term to enroll for second-half courses.

ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD

1. **ACADEMIC DIFFICULTY** due to:
 - A. Improper course level placement
 - B. Initial difficulty with the English language
 - C. Unfamiliarity with U.S. teaching methods
 - May be used once per degree level
 - Requires a supporting signature from your academic adviser
 - Student must maintain half-time enrollment during the semester of reduced course load due to academic difficulty.
2. **FINAL SEMESTER**
 - For students who will complete their degree at the end of the term for which the reduced course load is requested.
3. **MEDICAL REASON**
 - Limited to 12 months of reduced course load per degree level.
 - Requires supporting documentation from a medical doctor, doctor of osteopathy, or licensed 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.