

Reduced Course Load for F-1 Students

- Do not enroll for less than a full course load or drop below a full course load without PRIOR approval from IPO
- Read the instructions on the reverse side of this form before completing the form.

Name (Print) _____ MU ID# _____
Last First

Country of Citizenship _____ Birth date _____

College _____ Major _____ Term & Year admitted _____

Degree Program _____ Expected Date of Graduation (mm/yyyy) _____

Phone _____ (home) _____ (Office) Email Address _____

<p>Indicate the term for which you are requesting a reduced course load:</p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer</p> <p>Year: _____</p>	<p>Indicate the total number of credits you will be taking during the requested term: _____</p>
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Indicate the reason for your reduced course load:

___ 1. Final semester and less than a full course load needed to graduate

___ 2. Academic difficulties (Attach advisor letter)

 a. ___ Initial difficulties with the English Language or reading requirements

 b. ___ Unfamiliarity with U.S. teaching methods

 c. ___ Cancelling a class due to improper course level placement.

___ 3. Medical Reason (Attach Doctor Letter)

___ 4. Other: _____

STUDENT'S SIGNATURE:

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

Signature of Student _____ Date _____

ACADEMIC ADVISOR'S SIGNATURE:

As the academic advisor, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's exceptions from the full course of study be approved.

Signature of Academic Advisor _____ Date _____ Phone _____
 Print Name and Title _____ Dept. _____

IPO ADVISOR'S SIGNATURE:

Signature of IPO Advisor _____ Date _____

FULL COURSE OF STUDY REQUIREMENT

Immigration regulations require that all F-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic advisor as well as IPO and must be preapproved. **Dropping below a full course of study without PRIOR approval from IPO results in a loss of legal status.**

ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD

1. FINAL SEMESTER

- For students who will complete their degree at the end of the term for which the reduced course load is requested.

2. ACADEMIC DIFFICULTY due to:

- a. Improper course level placement
 - b. Initial difficulty with English Language requirements
 - c. Unfamiliarity with US teach methods
- May be used once per degree level.
 - Requires a supporting memo from your academic advisor
 - Student must maintain half-time enrollment during the semester of reduced course load due to academic difficulty.

3. MEDICAL REASON

- Limited to 12 months of reduced course load per degree level.
- Requires supporting documentation from a licensed medical doctor, doctor or osteopathy or 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.