

Reduced Course Load for F-1 Students

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

Name (Print)	<input type="text"/>	<input type="text"/>	MU ID#	<input type="text"/>		
	Last	First				
Country of Citizenship	<input type="text"/>		Birth date	<input type="text"/>		
College	<input type="text"/>	Major	<input type="text"/>	Term & Year admitted	<input type="text"/>	
Degree Program	<input type="text"/>		Expected Date of Graduation (mm/yyyy)	<input type="text"/>		
Phone	<input type="text"/>	(home)	<input type="text"/>	(Office)	Email Address	<input type="text"/>

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

GEO ADVISOR'S SIGNATURE:

Signature of GEO 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.