



# CENTER FOR PROFESSIONAL EXCELLENCE

## INTERNATIONAL EDUCATION

### REQUEST FOR REDUCED COURSE LOAD

#### Academic Advisor's Recommendation

Every international student holding an F-1 visa is required by immigration law to maintain a full course of study every semester. At Elmhurst College, full time is defined as 3 full course credits per semester for undergraduate studies or 1.5 course credits for graduate studies. The US Citizenship and Immigration Services allows a reduced course load only in certain cases, which are listed below. ***PRIOR APPROVAL*** FROM THE DIRECTOR OF INTERNATIONAL EDUCATION IS REQUIRED BEFORE A STUDENT CAN DROP BELOW FULL TIME. A reduced course load must consist of half the clock hours required for a full course of study, except in the case of a medical necessity or during the student's final term of study. A student who drops below full time without the Director's approval will be considered out of status.

**For Students:** If you are considering a reduced course load, you will need to meet with the Director of International Education before you drop a course. You will also need approval from your faculty or academic advisor, who will need to complete the bottom portion of this form before you submit it to the Office of International Student Services.

**Student's Name:** \_\_\_\_\_

**Degree Level:**  Bachelor  Masters **Field of Study:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_/\_\_\_/\_\_\_\_ (mm/dd/yyyy)

**The following are the ONLY acceptable reasons to be enrolled less than full time.**

*(Academic Advisors—please indicate the reason for less than full time enrollment.)*

- Academic difficulties**—initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. This option is only available during a student's first semester of study and the student must resume a full course load during the next academic term.
- Medical conditions**—must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. Documentation must be specific and must accompany this form. The physician or psychologist must recommend either part time enrollment or no enrollment and must indicate the term for which the reduced course load is applicable. If applicable, the recommendation should also address the student's ability to pursue continued employment. A reduced course load for medical reasons can be recommended for more than one term but cannot exceed 12 months in aggregate. The student must re-apply for a reduced course load for each new quarter or semester.
- Completion of course of study**—the student will be in their final term of study and does not need a full course load to complete the degree program.
- Concurrent enrollment**—the student is taking courses at another approved institution that will fulfill EC degree requirements and enrollment at both schools amounts to a full course of study. A student must take the majority of their coursework at EC. The student has prior approval from their department and the Registrar's Office verifying that the courses will be counted toward the degree program.

*Special note on graduate students: Graduate students who are engaged in research for their thesis or dissertation and are registered for research classes are considered to be in full-time status and do not need to apply for a reduced course load.*

**Academic Advisor's Verification:** \_\_\_\_\_  
*Advisor's Name (please print) Title Phone*

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Date*