

FULL COURSE OF STUDY EXCEPTION REQUEST for _____ / _____ (Semester / Year)

| CHECK | REASON | REASON DETAILS | FREQUENCY | DOCUMENTATION NEEDED | DEADLINE |
|--------------------------|------------------------------|--|--|---|---|
| <input type="checkbox"/> | ACADEMIC DIFFICULTIES | <ul style="list-style-type: none"> ■ Initial difficulty with the English language or reading requirements ■ Unfamiliarity with U.S. teaching methods ■ Improper course level placement | May only be authorized ONCE during a particular program level. NOTE: Student must be enrolled at least HALF-TIME during the term (i.e. UDGR: 1.5 credits / GRAD 0.75 credits) | <input type="checkbox"/> Submit to PDSO Tony a letter or email from your faculty advisor confirming your academic difficulty. You must provide a paper copy of the advisor letter / e-mail along with this form for your request to be processed. | By the last day to add classes for the effective term (please see academic calendar for details). |
| <input type="checkbox"/> | MEDICAL REASONS | <ul style="list-style-type: none"> ■ Temporary illness or medical condition | May only be authorized for a total of 12 months. NOTE: New documentation required for each semester. | <input type="checkbox"/> Submit to PDSO Tony a current letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending that you take a specific semester off or reduce your credit load. Doctor's letter should be on official doctor's office letterhead and should be signed by the doctor in ink. <input type="checkbox"/> Notify your faculty advisor regarding any "leave of absence." NOTE: you may be "discontinued" from your academic program if you exceed the allowable amount of non-enrollment LOA and may need to re-apply to the program. | By last day to add classes for effective term OR Before dropping below a full course of study. |
| <input type="checkbox"/> | LAST SEMESTER | <ul style="list-style-type: none"> ■ Student needs fewer courses than a full-time course load to complete degree requirements | May only be authorized ONCE during a particular program level. | <input type="checkbox"/> Submit to PDSO Tony a letter or email from your faculty advisor confirming that you need fewer courses to complete your degree requirements and that it is your final semester. You must provide a paper copy of the advisor letter / e-mail along with this form for your request to be processed. | By last day to add classes for the effective term. |
| <input type="checkbox"/> | CONCURRENT ENROLLMENT | <ul style="list-style-type: none"> ■ An F-1 student may be enrolled in two different SEVP-certified schools at one time as long as the enrollment in both schools amounts to a full time course of study. | No limitation. | <input type="checkbox"/> Submit to PDSO Tony a transcript and/or letter from the Registrar's/Records office of the other school showing your enrollment in a course for that particular term. | By last day to add classes for the effective term. |
| <input type="checkbox"/> | ANNUAL VACATION | <ul style="list-style-type: none"> ■ An F-1 student is allowed to stay in the U.S. during their annual vacation provided that they have enrolled for one academic year. | Once every academic year. NOTE: Student must enroll full-time for two consecutive semesters between periods of annual vacation. | <input type="checkbox"/> Submit to PDSO Tony your class registration printout showing your full-time enrollment for the past 2 consecutive terms. | By last day to add classes for the effective term |
| <input type="checkbox"/> | THESIS / DISSERTATION | <ul style="list-style-type: none"> ■ Student will be enrolled in fewer courses in preparation for or in continuation of the thesis or dissertation phase of a degree program. | No limitation NOTE: New documentation required for each semester. | <input type="checkbox"/> Submit to PDSO Tony a letter or email from your faculty advisor confirming your need for fewer courses in preparation for or in continuation of the thesis phase of a degree program. You must provide a paper copy of the advisor letter/email along with this form for your request to be processed. | By last day to add classes for the effective term |

I have read both sides of this handout and understand that I must first obtain a new SEVIS I-20 **Form*** indicating that I have been granted an exception **PRIOR** to dropping below the full course of study requirement. I understand that failure to do so will mean I will lose my lawful F-1 status. (*No SEVIS I-20 is needed for students applying for "Concurrent Enrollment," "Annual Vacation," or "Thesis/Dissertation")

Print Name (First, Last)

Student ID

Signature

Date Request Submitted

All students in F-1 status are required to be enrolled full-time to maintain lawful non-immigrant status.

Students must complete the following number of credits each term in order to be considered full-time:

| | |
|---------------|------------------|
| Undergraduate | 3 credit hours |
| Graduate | 1.5 credit hours |

Regulations state that “A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.” The government’s electronic student tracking system SEVIS (Student and Exchange Visitor Information System) requires U.S. academic institutions across the U.S. to submit detailed electronic information on international students who have been issued SEVIS I-20 Forms. This includes information on enrollment. Thus, it is critical that you ensure that you receive approval for a reduced course load **before** dropping a course.

Under the regulations, a student may be enrolled for less than the required full course load only under special circumstances. Please see the chart on the back of this page for details concerning these special circumstances.

- **Students must first obtain a new SEVIS I-20 Form indicating that they have been granted an exception PRIOR to dropping below the full course of study requirement.**
- A student who is not enrolled in a full course of study and does not have authorization to do so will be considered out of status. This may lead to serious immigration-related problems, ranging from loss of the opportunity to engage in Optional Practical Training, to deportation and/or ineligibility to re-enter the U.S. upon return from traveling abroad.
- **NOTE: If you are no longer in F-1 student status and have changed to a different visa status category, please submit documentation on your current status so we may update your records.**

INSTRUCTIONS FOR SUBMITTING A REQUEST

In order for your request to be processed you must follow these steps:

1. Complete and sign this form (Reduce Course Load Request).
2. Prepare supporting documentation (see column “documents needed” on other side of this form -if you have questions, please contact PDSO Tony to get additional information).
3. Bring completed form **AND** supporting documentation to PDSO Tony.
4. Remember to notify your faculty advisor regarding any “leave of absence,” if applicable.

Please note:

- If you do not provide ALL REQUIRED documents, your request will not be accepted/processed.

If you have any questions regarding full course of study requirements and/or obtaining authorization for a reduced course load, please contact PDSO Tony at tony.marotta/630-617-5395 to make an appointment.