



**Reduced Course Load Request Form for International Students**

*Students are not permitted to enroll for less than a full course load or drop below a full course load without PRIOR ISO approval. Read the instructions on the reverse side of this form before completing the form.*

<b>Name (Print)</b>		<b>FGCU UIN ID #</b>	
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<b>Degree Program</b>		<b>Expected Date of Graduation (month/year)</b>	
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Indicate (by checking in the appropriate box) the term for which you are requesting a reduced course load:

- Fall
  - Spring
  - Summer
- Year: \_\_\_\_\_

Indicate the total number of credits you will be taking during the requested term: \_\_\_\_\_

Indicate the reason for your reduced course load:

- 1. Final semester and less than a full course load needed to graduate.
- 2. Academic difficulties (***Must attach verification letter from your academic advisor***)
  - 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 (***Must attach doctor's letter***)
- 4. Participating in a full-time required internship (***Attach Curricular Practical Training (CPT) Authorization Form***)

**STUDENT'S SIGNATURE:** I have read and I understand the instructions on the reverse side of this form.

<b>Signature of Student</b>		<b>Date</b>	
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**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 exception from the full course of study be approved for the reasons stipulated in the enclosed letter.

<b>Signature</b>		<b>Date</b>	
<b>Print Advisor's Name and Title</b>		<b>Dept</b>	

**INTERNATIONAL SERVICES OFFICE ADVISOR'S SIGNATURE:**

<b>Signature of International Services Office</b>		<b>Date</b>	
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## INSTRUCTIONS

### **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 adviser and must be pre-approved. **Dropping below a full course of study without PRIOR approval results in a loss of legal status.**

### **TO REQUEST A REDUCED COURSE LOAD:**

- 1) Determine if your situation is acceptable for a reduced course load. Read the section “*Acceptable Reasons for a Reduced Course Load*” 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 selected reason #2 (Academic Difficulty), request a support letter from your academic adviser.
- 5) If you have selected reason #3 (Medical Reason), request a letter from your doctor.
- 6) Come to International Services Office with your original reduced course load form, and any necessary support letters. If accepted, International Services Office will sign your form and provide you with a copy for your records.

*The deadline for submitting a request for 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 Services Office **PRIOR** to withdrawing from your course(s). Dropping below full-time without PRIOR approval from International Services Office constitutes a loss of legal status.*

### **GENERAL REGISTRATION INFORMATION**

- Minimum credit requirements for undergraduate international students is 12 credits per regular semester. 9 credit hours is the minimum full-time course load for graduate students.
- Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer MUST enroll full-time during the summer of admission.
- Students with F-1 status may include a maximum of one course of not more than 3 credits of Distance Learning in their full course requirement.
- Audited courses do NOT count toward the full course requirement. The *audit grade basis* for courses means you do not earn credit for the course.
- Enroll for all of your credits at the beginning of the term. 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 term. You may not wait until midterm to enroll for second-half courses.
- You are responsible for your enrollment. If your adviser/department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs early in the semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you will lose your legal status.

### **ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD**

#### **1) FINAL SEMESTER**

- a) 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 or reading requirements
- c) Unfamiliarity with US teaching methods

- May be used once per degree level.
- Requires a supporting memo from your academic adviser
- 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 of 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.