CERTIFICATION FOR REDUCED COURSE LOAD - ACADEMIC DIFFICULTIES

THIS FORM AUTHORIZES A STUDENT TO ENROLL IN LESS THAN A FULL COURSE OF STUDY, BUT IT DOES NOT GRANT PERMISSION TO TAKE A TERM OFF. A STUDENT WHO DROPS BELOW A FULL COURSE OF STUDY WITHOUT PRIOR ISSS APPROVAL IS CONSIDERED OUT OF STATUS.

Student name (please print) ___________________________________________  Banner Number __________________________

Email ______________________________________________________________  Phone ________________________________

Academic Advisor name ______________________________________________  Today's date ____________________________

Term Reduced Course Load to Begin: Semester: Fall _____ Spring _____  Summer _____  Year: 20 _____

This student is in the US in F-1 or J-1 status and is bound by federal regulations requiring full-time study (12 hours for undergraduate students, 9 hours for graduate students) each semester.

Students requesting a reduced course load must remain enrolled at least half-time (5-6 hours for graduates; 6 hours for undergraduates). A reduced course load due to academic difficulties can be authorized only once during a course of study within one program level.

I recommend that this student be enrolled in less than a full course load because the student:

_____ Has initial difficulty with the English language or reading requirements

_____ Is unfamiliar with US teaching methods

_____ Has been advised to drop a course because of improper course level placement

Department Chair ___________________________________________  Date

Academic Advisor ___________________________________________  Date

DSO/Immigration Advisor _________________________________________  Date

Comments: _______________________________________________________

ISSS/Reduced Course Load – Academic Difficulties
08/08/2016