



F-1 Reduced Course Load Request

As an international student, regulations require you be registered for a full course of study each term. Exceptions to this rule are limited, and require documentation and approval from the DSO. If your situation meets the specific criteria listed below, you can submit this form to the International Student Office as a request to drop below a full course of study. DSO must authorize "reduced course load" and update SEVIS before you reduce your course load. A student who drops below a full course of study without prior approval of the DSO will be considered out of status.

Personal Information

Family or Last Name _____ First Name _____

UU Student ID _____ Tel. Number _____

Level: Bachelor's Master's Program: _____

Date Requested (semester/year) _____ Expected Graduation Date _____

Number of Credit Hour Enrollment Requested at Union University _____

Student's Signature _____ Date _____

Select a Reason for Dropping Below Full Course of Study:

Please check one of the following options listed below and be sure to attach any required documents from your academic advisor and/or medical physician to support your case. Please see Reduced Course Load Eligibility Guidelines.

- Unfamiliarity with U.S. teaching methods** (Academic Adviser)
- Difficulty with English language** (Academic Adviser)
- Improper course placement** (Academic Adviser)
- Medical condition** (medical documentation)
- Completion of course of study** (Final Semester)(Academic Adviser)
- Concurrent enrollment** (enrollment record from other institutions)

School _____ Credit Hours Enrolled _____

FOR ACADEMIC ADVISER

The student is eligible to register less than full-time due to the reason checked above.

Academic Adviser's Name (Please print): _____

Academic Adviser's Signature: _____ Date: _____

For office use only

- Approved Returned (documents missing/incomplete) Denied (see comments below)

Comments: _____

DSO Signature _____ Date _____



Reduced Course Load Eligibility Guidelines

- International students on F-1 Visas are required to take a full course load during Fall and Spring semesters. In the event the student does not intend to take a full course load, he/she must get prior approval from an International Student Liaison/DSO.
- The International adviser is authorized to approve less than full course load for students on F-1 Visa status under the guidelines of exceptions allowed by federal regulations.
- Only one exception per academic level will be approved (except medical condition and concurrent enrollment).
- F-1 Visa students are advised to read the following description and required documentation needed for each exception. The International Student Office will not consider any incomplete form or documentation.

The reduced course load application will be considered for the following exceptions:

1. Academic Difficulties

- Unfamiliarity with U.S. teaching methods
- Difficulty with English language (including reading requirements)
- Improper course level placement

Required Documentation: For all of the above exceptions, the student needs to provide a letter from the academic adviser and/or instructor confirming that the student is eligible for one of the above exceptions based on the evaluation of the student's academic performance or records.

2. Medical Condition

- Applicable to serious medical conditions, which restricts the student's eligibility to attend classes and pursue full-time course of studies.

Required Documentation: The student must provide formal documentation from a physician or licensed mental health practitioner. This documentation must be on the physician's or practitioner's letterhead and submitted each semester.

3. Completion of Course of Study (Final Semester at Union University)

- Applicable to students who are in their last semester at Union and will be graduating at the end of the current term in which he/she is enrolled.

Required Documentation: A memo/letter from the academic adviser confirming anticipated completion date.

4. Concurrent Enrollment (Transient Student)

- Union University F-1 Students are only allowed to take a maximum of six credits at other institutions. The International Student Liaison may not approve the reduced course load if it determined that the student is taking more than six credits at another institution or has been excessively in transient status for a long period of time.

Required Documentation:

- a) A copy of current enrollment at Union University (Class Schedule or Proof of Enrollment).
- b) A copy of registration at the transient school, which must include the student name, name of the school, specific semester, course name, course number and credits.
- c) At the end of the semester, the student is required to submit grades obtained for the semester.
- d) Letter from your academic adviser at Union stating that he/she is aware of the dual-enrollment.