

**Reduced Course Load Authorization Form**

Recommendation of Less Than 12 Credits for an International Student

Please complete and return to International Student and Scholar Services, Science Library G-40

\_\_\_\_\_  
**Name of Student (Please Print)**                      **Student ID#**                      **Student SEVIS ID#**

\_\_\_\_\_  
**Visa Status (F-1; J-1)**                      **Level of Study (BA/BS; MA/MS; Ph.D.)**

The above named international student has my authorization to be registered for \_\_\_\_\_ credits (less than full-time/12 credits) for the Fall 20\_\_\_\_\_/Spring 20\_\_\_\_ semester.

I understand that F-1 and J-1 international students are required to be registered for full time status in each semester of their academic program with the following exceptions:

1. Documented medical leave (may require approval of Director of University Health Center)
- 2a. When there are fewer than 12 credits to complete for the degree (i.e. last semester)
- 2b. When a doctoral student has completed the coursework but has not yet been admitted to candidacy (3 credit minimum registration required)
3. When all coursework is completed except the thesis or dissertation (minimum of 3 credits for master's students; 1 credit 899 for Ph.D. students)
4. When the student is on a university full graduate assistantship (9 credits is considered full-time)
5. When the student is in the \*first semester of study in U.S. and when language difficulties or cultural adjustment problems would indicate that the student's academic success would best be served by a reduced course load.  
(\*Students who have previously studied in a U.S. college are not eligible for course reduction in this category.)

My signature on this letter indicates that the student named above meets the criteria outlined in number \_\_\_\_\_, noted above.

\_\_\_\_\_  
Name of Academic Advisor or Dept. Representative  
(Please Print)

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Academic Department                      /\_\_\_\_\_/\_\_\_\_\_  
Date                      \_\_\_\_\_  
Phone