REDUCED COURSE LOAD AUTHORIZATION FORM

ACADEMIC ADVISOR’S RECOMMENDATION OF LESS THAN 12 CREDITS FOR INTERNATIONAL STUDENTS

Section I—Explanation of Reduced Course Load Status

1. All Students – All students are eligible to request a reduced course load for the following reasons:
   a. When the student has a documented, qualifying illness or medical condition.
      i. Students are required to submit a letter from a U.S. Medical Professional (MD or PSYD) outlining the medical condition for the request, the time period a reduced course load is needed, and recommendation of appropriate course load for the given semester.
      ii. This reason is limited to no more than 12 months total for an academic program, but requires a separate Reduced Course Load request each term.
      iii. Normal pregnancy is not a condition eligible for medical reduced course load.
   b. When the student is in their final semester of coursework.
      i. This reason may be used only ONCE during a student’s program of study. If final semester registration is only one course, the course may not be a fully online/distance course.
   c. When difficulties related to English language, the American education system or reading requirements indicate that the student’s academic success would best be served by a reduced course load.
      i. Students may use this reason only ONCE during their academic program and a 9 credit minimum is required.

2. Graduate Students – Graduate degree level students are eligible to request a reduced course load for the following reasons:
   a. Master’s Students – When all coursework is completed except the required thesis, final project or internship (Note: dedicated course registration required per academic term; RCL for required internship may not exceed one year).
      i. Students must be enrolled in a 3 credit thesis course; 1 credit 699C/698C/680C course, or internship course for extension.
   b. Doctoral Students – When either:
      i. All coursework is completed and the student has not yet been admitted to candidacy (3 credits must be taken) OR
      ii. All coursework has been taken except the dissertation. Students must be enrolled in departmental dissertation credits or a 1 credit 899 course.
   c. Any graduate student with a full Assistantship is eligible to request a reduced course load of 9 credits.

NOTE: ISSS will contact you regarding your request only if we have questions or otherwise deny your request due to non-eligibility.
Section II—To Be Completed by Student

Please Submit the Following:
1. A copy of an unofficial Transcript or a DARS Degree Audit.
2. This completed and approved Reduced Course Load Form signed by your advisor.
3. A signed Doctor’s letter if the request is medical related (see front for more details).

Last Name: ___________________________  First Name: ___________________________
UAlbany ID#: ___________________________  SEVIS#: ___________________________
Email Address: ___________________________  Phone: ___________________________
Visa Status: __________  (F-1 or J-1)  Which semester are you applying for? __________

Section III—To Be Completed by Faculty Advisor

I understand that F-1 and J-1 International Students are required to be registered for 12 credits in each semester of their academic program with certain exceptions. Based on explanation of the reduced course status on the previous page, please answer the following questions below:

1. The international student named above has my authorization to be registered for less than full time study for the following reason:

   Please circle the appropriate reason.
   1. A documented illness or medical condition.
   2. The student is in their final semester of coursework (can only be used ONCE).
   3. The Doctoral Student has completed all coursework but has not yet been admitted to Candidacy.
   4. The student has completed ALL course work except: (please circle)
      A. Required Master’s Thesis / Project / Internship (3 or 1 credit 699C / 698C / 680C).
      B. Doctoral Dissertation (1 credit 899 course).
   5. The student has a full graduate assistantship in the following department: _____________.
   6. The student is experiencing language or cultural difficulties that are affecting their academic success (can only be used ONCE and there is a 9 credit minimum).

2. How many credits will the student take this semester? __________
3. How many credits are required for the student to complete the degree? __________
4. How many credits has the student completed? __________
5. When is the student’s anticipated program completion date? Month __________ Year __________

Signature:
Academic Department: ___________________________  Phone: ___________________________
Name / Title of Academic Advisor: ___________________________
Signature of Advisor: ___________________________  Date: ___________________________

ISSS OFFICE USE  Received Date: __________  Logged Date: __________  SEVIS Processing Date: __________