ISSS REDUCED COURSE LOAD AUTHORIZATION FORM

Academic Advisor’s Recommendation for an international student to be enrolled less than full-time for immigration and ISSS purposes only.

Full time enrollment at the University at Albany is 12 credits for undergraduate students and 9 credits for graduate students. USCIS regulations require F-1 and J-1 international students to be registered full time each semester of their academic program, except within the specific circumstances listed below. Additionally, students may take only 1 fully on-line class towards their full time course load requirement. Please contact the ISSS office if you are unsure of these reasons or if you have any questions.

Disclaimer: The information contained in this form is provided as a service to international students, faculty and staff at the University at Albany. It does not constitute legal advice. We try to provide useful information, but we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to any associated site or form. Neither the University at Albany nor ISSS is responsible for any errors or omissions contained in this form, or for the results obtained from the use of this information. Nothing provided herein should be used as a substitute for the advice of competent legal counsel; students may wish to consult an immigration attorney on the specifics of their case as needed.

Section I—Explanation of Reduced Course Load Reasons

1. A documented illness or medical condition (1 year calendar limit)
   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 a medical reduced course load.

2. When the student is in their final semester of coursework.
   a. 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 100% fully online course.

3. The Doctoral Student has completed all coursework but has not yet been admitted to Candidacy.
   a. Student must take a minimum of 3 credits

4.a.: A required standalone Master’s Thesis / Project / Internship (3 credit) or a 1 credit continuation (699C / 698C / 680C) if no other coursework is required.
   a. If the student must take a master’s thesis or project as a standalone course (i.e. the course cannot be taken alongside other coursework) this reason may be selected. If the master’s thesis or equivalent course can be taken alongside other work, it should be, and the student should either be full-time or using the “final semester of coursework” reason above. This reason may also be used for a 1 credit continuation course if all other coursework has been completed.

4.b.: Doctoral Dissertation (1 credit 899 course, other 3 credit course, or field work placement)
   a. If the doctoral student has completed coursework and has been admitted to candidacy, this reason may be used if the student is taking the 1 credit 899 course, another 3 credit course required by the department as a part of candidacy, or a field work placement course approved by Graduate Education as full-time equivalent (ASPY 895; ECPY 895; ESPE 580, 680/680A; 682; ESPY 894, 898; RSSW 400, 410)

5. The student is experiencing initial language or cultural difficulties that are affecting their academic success (can only be used ONCE and there is a 9 credit minimum for undergraduate students and a 6 credit minimum for graduate students)
   a. 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.
   b. Students may use this reason only ONCE during their academic program. For graduate students a 6 credit minimum is required. For undergraduate students, 9 credits are required.

RCLS are approved on a per semester basis. If this request is for the current semester please allow 5-7 business days for processing. If this request is for an upcoming semester it will not be processed until the current semester is completed.

12/18/18
Section I—To Be Completed by Student

Please Submit the Following:
1. This completed and approved Reduced Course Load Form, signed by your advisor.
2. A signed Doctor’s letter if the request is medical related (see front for more details).

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Section III—To Be Completed by Academic Advisor

ISSS relies upon a student’s academic advisor to make the academic determination of whether or not a reduced course load is appropriate for a student’s academic circumstance. This decision is based on the academic advisor’s discretion. Students are only eligible for an authorized reduced course load when the student has a qualifying situation (outlined on the prior page) and it is deemed to be academically necessary by the academic advisor.

Based on the explanations of the reduced course load reasons on the previous page, please answer the following questions below. If you need clarification on the qualifying reasons for an international student to have a reduced course load, please consult ISSS.

1. The international student named above has my authorization to be registered for less than full time study for the following reason: (Please check the appropriate reason).
   ___1. A documented illness or medical condition (1 calendar year limit).
   ___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.
      (3 credit minimum)
   ___4. The student has completed ALL course work except: (please circle)
      A. A required standalone Master’s Thesis / Project / Internship (3 credit) or a 1 credit continuation (699C / 698C / 680C) if no other coursework is required. Special Note for MS CSCI: This reason is to be used for 1 credit continuation only; not for the 3 credit capstone course. See option 2 above.
      B. Doctoral Dissertation (1 credit 899 course, other approved 3 credit course, or approved field work placement course).
   ___5. The student is experiencing initial language or cultural difficulties that are affecting their academic success (can only be used ONCE and there is a 9 credit minimum for undergraduate students and a 6 credit minimum for graduate students).

2. How many credits will the student take this semester? __________

3. How many total credits are required for the student to complete the degree? __________

4. How many credits has the student completed prior to this semester? __________

5. When is the student’s anticipated program completion date? Month __________ Year __________

USCIS regulations require F-1 and J-1 international students to be registered as a full time student each semester of their academic program with certain exceptions. Undergraduate students must be registered for 12 credits, and Graduate students must be registered for 9. I approve this student’s request for less than full time registration for the reason checked above.

Signature:

Academic Department: ____________________________ Phone: ____________________________

Name / Title of Academic Advisor: ______________________________________________________

Signature of Advisor: ____________________________ Date: ____________________________