

FULL COURSE OF STUDY EXCEPTION REQUEST for _____ / _____ (Term / Year)

CHECK	REASON	REASON DETAILS	PARAMETERS	DOCUMENTATION NEEDED	DEADLINE
<input type="checkbox"/>	ACADEMIC DIFFICULTIES	<ul style="list-style-type: none"> ■ Initial difficulty with the English language or reading requirements ■ Unfamiliarity with U.S. teaching methods ■ Improper course level placement 	<ul style="list-style-type: none"> ■ May only be authorized ONCE per academic program level. ■ Student must be enrolled at least HALF TIME during the term i.e. UDGR: 6 credits / GRAD 4 credits 	<ul style="list-style-type: none"> ■ Submit to ISS a signed letter/e-mail from your academic advisor confirming/explaining your academic difficulty. Ask your academic advisor to email ISS advisor directly. 	By the last day to add classes for the effective term (please see academic calendar for details).
<input type="checkbox"/>	MEDICAL REASONS	<ul style="list-style-type: none"> ■ Temporary illness or medical condition 	<ul style="list-style-type: none"> ■ May only be authorized for a total of 12 months. ■ New documentation required for each term. ■ If doctor recommends “part-time enrollment,” this means half clock hours i.e. UDGR: 6 credits/GRAD: 4 credits. 	<ul style="list-style-type: none"> ■ Submit to ISS a current letter from a <u>U.S. licensed</u> medical doctor, doctor of osteopathy, or clinical psychologist recommending you take a specific term off or reduce your credit load. Doctor’s letter should be on official doctor’s office letterhead and should be signed by the doctor in ink. ■ Notify your academic advisor regarding any “leave of absence.” You may be “discontinued” from your academic program after 3 terms of non-enrollment and may need to re-apply to the program. Check with your academic advisor for details. 	By last day to add classes for effective term (please see academic calendar for details). OR Before dropping below a full course of study.
<input type="checkbox"/>	LAST TERM	<ul style="list-style-type: none"> ■ Student needs fewer courses to complete degree requirements in their last term. 	<ul style="list-style-type: none"> ■ May only be authorized ONCE during a particular program level. ■ If student has only one class left in their last term, it cannot be online (there has to be in-person reporting to professor). 	<ul style="list-style-type: none"> ■ Submit to ISS a signed letter/e-mail from your academic advisor confirming how many credit hours you need to complete your degree requirements <u>and</u> that it is your final term. Ask your academic advisor to email ISS advisor directly. 	By last day to add classes for the effective term (please see academic calendar for details).
<input type="checkbox"/>	CONCURRENT ENROLLMENT	<ul style="list-style-type: none"> ■ An F-1 student may be enrolled in two different SEVIS approved schools at one time as long as the total enrollment in both schools amounts to a full time course of study. 	<ul style="list-style-type: none"> ■ No limitation. ■ Student must be enrolled at least part-time at DPU during the concurrent term. ■ Student cannot count more than one online class towards full-time enrollment. 	<ul style="list-style-type: none"> ■ Submit to ISS transcript and/or letter from the registrar’s office of other school showing your enrollment in course(s) at beginning <u>and</u> end of each term showing final grades. ■ Submit to ISS signed letter/e-mail from DPU academic advisor confirming that classes/credits from other school will transfer and count towards your DPU degree. 	By last day to add classes for the effective term (please see academic calendar for details).
<input type="checkbox"/>	“ALTERNATE” ANNUAL VACATION	<ul style="list-style-type: none"> ■ An F-1 student is allowed to stay in the U.S. during his/her annual vacation provided that s/he has enrolled for one academic year. ■ Alternate annual vacation may be fall, winter or spring term (instead of usual summer vacation) if student qualifies. 	<ul style="list-style-type: none"> ■ Once every academic year. ■ Student must enroll full-time for <u>three consecutive</u> terms between periods of annual vacation. 	<ul style="list-style-type: none"> ■ Submit to ISS your unofficial transcripts printout showing your full-time enrollment for the past 3 consecutive terms. ■ Check with your academic dept. if they will offer enough courses in your program for the next three consecutive terms, including summer, for you to enroll full-time. 	Before the start of the term last day to add classes for the effective term (please see academic calendar for details).
<input type="checkbox"/>	THESIS / DISSERTATION	<ul style="list-style-type: none"> ■ Student will be enrolled in fewer courses in preparation for or in continuation of the thesis or dissertation phase of a degree program. 	<ul style="list-style-type: none"> ■ No limitation. ■ Student must enroll in a corresponding zero-credit thesis/dissertation writing course each term. 	<ul style="list-style-type: none"> ■ Submit to ISS a signed letter/e-mail from your academic advisor confirming you’re finished with your coursework and will not now write your thesis/dissertation. Ask your academic advisor to email ISS advisor directly. ■ If you need a <u>second/consecutive</u> RCL based on continuation of thesis/dissertation, please email ISS advisor. No additional documentation is required, but student must be registered in a corresponding zero-credit thesis/dissertation writing course. 	By last day to add classes for the effective term (please see academic calendar for details).

I understand I must first obtain written approval from ISS that I have been granted an exception PRIOR to dropping below full course of study and that failure to do so will mean I will lose my lawful F-1 status.

Print Name (Last Name First)

Student ID

Signature

Date Request Submitted



All students in F-1 or J-1 status are required to be enrolled full-time to maintain lawful non-immigrant status.

Students must complete the following number of credits each term in order to be considered full-time:

Undergraduate	12 credit hours per term
Graduate	8 credit hours per term
Graduate Music Performance Certificate	6 credit hours per term
College of Law JD students	12 credit hours per semester
College of Law LLM & MJ students:	9 credits per semester
English Language Academy	4 courses per term

Important: Please note that the above enrollment requirements meet U.S. government regulations. If you are a student who is financially sponsored by your government or other scholarship provider (e.g. SACM) you may also be required to meet the specific obligations of your scholarship, which may be above and beyond U.S. government requirements. Refer to: <http://tinyurl.com/ISS-Sponsored-Students>

Regulations state that “A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.” As you may already know, the government’s electronic student tracking system SEVIS (Student and Exchange Visitor Information System) requires U.S. academic institutions across the U.S. to submit detailed electronic information on international students who have been issued SEVIS I-20 and SEVIS DS-2019 Forms. This includes information on enrollment. Thus, it is critical that you ensure that you receive approval for a reduced course load **before** dropping a course.

Under the regulations, a student may be enrolled for less than the required full course load only under special circumstances. Please see the chart on the back of this page for details concerning these special circumstances.

- **Students must first obtain written approval from ISS indicating that they have been granted an exception PRIOR to dropping below the full course of study requirement.**
- A student who is not enrolled in a full course of study and does not have authorization to do so will be considered out of status. This may lead to serious immigration-related problems, ranging from loss of the opportunity to engage in on-campus and off-campus work, to deportation and/or ineligibility to re-enter the U.S. upon return from traveling abroad.
- **NOTE: If you are no longer in F-1 or J-1 student status and have changed to a different visa status category, please submit documentation on your current status so we may update your records.**

INSTRUCTIONS FOR SUBMITTING A REQUEST

In order for your request to be processed you must follow these steps:

1. Sign this form (Reduce Course Load Request).
2. Prepare supporting documentation (see column “documentation needed” on other side of this form – if you have questions, please contact your ISS advisor to get additional information).
3. Drop off completed form **AND** supporting documentation at ISS front desk or email clear/scanned copies to your ISS advisor. Note, if RCL is based on medical reasons, ISS will need to see original letter from doctor.
4. Remember to notify your academic advisor regarding any “leave of absence,” if applicable. Note, ISS only takes action on your immigration record, which is separate from your academic record at DePaul. Typically, when students do not enroll in classes at DePaul for three consecutive terms, the university will deactivate their academic records and you may need to re-apply to the program.

Please Note: If you do not provide ALL REQUIRED documents, your request will not be accepted/processed.

If you have any questions regarding full course of study requirements and/or obtaining authorization for a reduced course load, please contact International Student and Scholar Services (ISS) at 312-362-8376 to make an appointment with your ISS advisor.