

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

CHECK	REASON	REASON DETAILS	FREQUENCY	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 	May only be authorized ONCE during a particular program level. NOTE: Student must be enrolled at least HALF TIME during the term (i.e. UDGR: 6 credits / GRAD 4 credits)	<input type="checkbox"/> Submit to the OISS a letter / e-mail from your academic advisor confirming your academic difficulty. <u>You MUST provide a paper copy of the advisor letter / e-mail along with this form in order for your request to be processed.</u>	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 	May only be authorized for a total of 12 months. NOTE: New documentation required for each quarter.	<input type="checkbox"/> Submit to the OISS a current letter from a licensed medical doctor specifically recommending that you take a specific quarter 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. <input type="checkbox"/> Notify your academic advisor regarding any "leave of absence." NOTE: you may be "discontinued" from your academic program after 3 terms of non-enrollment and may need to re-apply to the program.	By last day to add classes for effective term OR Before dropping below a full course of study.
<input type="checkbox"/>	LAST QUARTER	<ul style="list-style-type: none"> ■ Student needs fewer courses to complete degree requirements 	May only be authorized ONCE during a particular program level.	<input type="checkbox"/> Submit to the OISS a letter from your academic advisor confirming that you need fewer courses to complete your degree requirements <u>and</u> that it is your final quarter. <u>You MUST provide a paper copy of the advisor letter / e-mail along with this form in order for your request to be processed.</u>	By last day to add classes for the effective term
<input type="checkbox"/>	CONCURRENT ENROLLMENT	<ul style="list-style-type: none"> ■ An F-1 student may be enrolled in two different Immigration Service approved schools at one time as long as the enrollment in both schools amounts to a full time course of study. 	No limitation.	<input type="checkbox"/> Submit to the OISS a transcript and/or letter from the registrar's office of the other school showing your enrollment in a course for that particular quarter.	By last day to add classes for the effective term
<input type="checkbox"/>	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. 	Once every academic year. NOTE: Student must enroll full-time for three consecutive quarters between periods of annual vacation.	<input type="checkbox"/> Submit to the OISS your class registration printout showing your full-time enrollment for the past 3 consecutive quarters.	By last day to add classes for the effective term
<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. 	No limitation NOTE: New documentation required for each quarter.	<input type="checkbox"/> Submit to the OISS a letter from your academic advisor confirming your need for fewer courses in preparation for <u>or</u> in continuation of the thesis phase of a degree program. <u>You MUST provide a paper copy of the advisor letter / e-mail along with this form in order for your request to be processed.</u>	By last day to add classes for the effective term

I have read both sides of this handout and understand that I must first obtain a new SEVIS I-20 form* indicating that I have been granted an exception **PRIOR** to dropping below the full course of study requirement. I understand that failure to do so will mean I will lose my lawful F-1 status. (*No SEVIS I-20 is needed for students applying for "Concurrent Enrollment," "Annual Vacation," or "Thesis/Dissertation")

Print Name (First, Last)

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
Graduate	8 credit hours
Graduate Music Performance Certificate	6 credit hours
Law	12 credit hours
English Language Academy	4 courses

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 new 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 a new SEVIS I-20 Form 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 Optional Practical Training, 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 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 “documents needed” on other side of this form - if you have questions, please contact our reception to get additional information).
3. Bring completed form **AND** supporting documentation to the OISS.
4. Remember to notify your academic advisor regarding any “leave of absence,” if applicable.

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 the Office for International Students and Scholars (OISS) at 312-362-8376 to register for an Advising Appointment.