



## Reduced Course Load Request Form

Revised: June 6, 2017

F-1 students are required to pursue a full course of study each semester, except during the school's annual summer break. Full time status is 12 credit hours for undergraduates, 9 credit hours for graduate students and 18 clock hours for IEL students. U.S. immigration regulations do allow some exceptions to full time enrollment during non-break periods as well. However, prior approval from the Designated School Official (DSO) is required before a student can drop below full-time. Any student who drops below full time without prior approval from the Office of International Education will be considered out of status.

### Exceptions for Reduced Course Load

- **Academic Difficulties** - Initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Students must resume a full course load at the next academic term. Students may request permission only once.
- **Medical Conditions** - Must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Documentation must be specific: the physician or psychologist must recommend either part time or no enrollment, and must indicate the dates for which the reduced course load is applicable. A reduced course load for medical reasons may be recommended for more than one semester, but cannot exceed 12-months. The student must reapply for a reduced course load each semester. Student must submit medical documentation to the DSO.
- **Completion of Course of Study** - The student will be in their final semester of study and does not require a full course load to complete their degree program.
  - The student has completed all required course work for their program and is working on their thesis or dissertation. Student must be enrolled in at least one credit thesis/dissertation course each semester until successfully defending their thesis/dissertation.
- **Concurrent Enrollment** - The student is taking courses at another approved institution. These courses will fulfill Carroll University degree requirements, and concurrent enrollment between both schools equivocates to a full course of study. More than half of the units must be at Carroll University. The student has prior approval from the Registrar verifying the courses taken at another institution will be counted toward the degree program.



## Reduced Course Load Request Form

Revised: June 6, 2017

**Directions:** This form is to be used by students requesting authorization for a reduced course load in a given semester. Please submit any additional documentation requested along with this completed form to the Office of International Education BEFORE dropping below full time. Students who are in their last semester or just working on writing their thesis or dissertation are required to submit this form at least one week PRIOR to the start of the term in which they will not be full time.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_ Expected Program Completion Date: \_\_\_\_\_

Semester for which reduced course load is requested: \_\_\_ Fall \_\_\_ Spring Year: \_\_\_\_\_

### Reason for Reduced Course Load:

\_\_\_ **Medical Conditions** - Must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Medical documentation required.

### The following require the signature of an Academic Advisor

\_\_\_ **Academic Difficulties** - Initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement.

\_\_\_ **Completion of Course of Study** - The student will be in his/her final semester of study and does not require a full course load to complete his/her degree program.

\_\_\_ The student has completed all required course work for his/her program and is **working on their thesis or dissertation**.

\_\_\_ **Concurrent Enrollment** - The student is taking courses at another approved institution. These courses will fulfill Carroll University degree requirements, and concurrent enrollment between both schools equivocates to a full course of study.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I approve of the student's request for a Reduced Course Load based on the reason marked above. (Not required for medical conditions):**

Name of Academic Advisor: \_\_\_\_\_

Academic Advisor's Email: \_\_\_\_\_

Signature of Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OIE USE:</b>	Received by: _____	Received date: _____	Approved: _____
	SEVIS Updated: _____	Processed by: _____	