

# Reduced Course Load Approval Request Form

- ✓ International students in F-1 status are bound by U.S. Federal law to enroll in a full course of study each semester.
- ✓ Full time defined: 9 credit hours for graduate; 12 credit hours for undergraduates each semester.
- ✓ **A reduced course load based on financial need is NOT a qualifying reason.**

**You MUST get permission from an ISSS Advisor BEFORE dropping below full time.**

Student's Surname \_\_\_\_\_ Given name \_\_\_\_\_

KUID# \_\_\_\_\_ Semester Reduced Course Load Requested:  Fall 20\_\_  Spring 20\_\_

## **To Be Completed by Academic Advisor (or Instructor if withdrawing from a course):**

*Please Check One*

### **FINAL SEMESTER**

- Undergraduate/AEC student in final semester who needs \_\_\_\_\_ hours to complete the course of study.

### **ACADEMIC REASONS**

Students may only be approved *once* for academic reasons *per program level* (AEC, Bachelor, Master, Doctorate), but are still eligible for a future reduced course load for medical reasons and/or final semester.

**A reduced course load due to academic reasons must consist of at least six semester hours.**

- improper course level placement (can apply if student is unprepared or in jeopardy of failing a course).
- initial* difficulties with the English language
- initial* difficulties with reading requirements
- unfamiliarity with U.S. teaching methods

Indicate course(s) to be dropped (course # / title / credit hours):

\_\_\_\_\_

\_\_\_\_\_

For the reason cited above, I recommend the above-named student be allowed to take a reduced course load:

Instructor/Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Advisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

## **MEDICAL REASONS**

The illness or medical condition must be temporary in nature. Approval for medical reasons must be obtained each semester requested. Approval cannot exceed an aggregate of 12 months per program level. (AEC, Bachelor, Master, Doctorate)

**Please attach a letter on letterhead signed by an appropriate medical official as described below.**

The letter **must**:

- \* recommend the student reduce a course load due to medical reasons
- \* be signed by a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist
- \* include the student's full name and date of birth
- \* be dated and specify for which semester the reduced course load is being recommended.

The following wording is suggested:

As a "licensed medical doctor" (or doctor of osteopathy or licensed clinical psychologist), I recommend "Student's full name and DOB" reduce his/her course load (or withdraw from all classes) due to a temporary illness or medical condition for the "appropriate semester."

- I understand that this request is solely for the purpose of maintaining my F-1 non-immigrant status.
- I give ISSS staff consent to verify the above information with the appropriate KU department or medical official.
- A reduced course load may disqualify me from eligibility to
  - ✓ work on campus;
  - ✓ live on campus;
  - ✓ receive scholarships and/or;
  - ✓ receive other student benefits in accordance with university policies.
- **I also understand it is my responsibility to drop the courses after getting permission from ISSS.**

*Bring this completed form to ISSS, Strong Hall Room 2, for approval during walk-in hours of 1:30-4:00pm Monday-Friday.*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature of ISSS DSO \_\_\_\_\_ Date \_\_\_\_\_

# **REQUEST TO BE CONSIDERED PURSUING A FULL COURSE OF STUDY FOR F-1 STATUS PURPOSES**

- ✓ F-1 international students are bound by U.S. Federal law to enroll in a full course of study each semester.
- ✓ KU's definition for full-time enrollment for graduate students:
  - 9 credit hours;
  - 6 credit hours plus a GTA or GRA appointment (regardless of percentage of appointment)\*;
  - Doctoral candidates (who have successfully passed the comprehensive examination) enrolled in dissertation hour(s)\*.
- ✓ Sometimes an F-1 student's enrollment will be less than the full-time hours defined above, but *for F-1 immigration status purposes only* the student can be considered pursuing a full course of study by completing this form.

\*Students getting an underenrollment warning email should work with their department to get their comprehensive exam or GTA/GRA properly entered in Enroll & Pay instead of completing this form.

\_\_\_\_\_  
**SURNAME(S)**

\_\_\_\_\_  
**GIVEN NAME(S)**

\_\_\_\_\_  
**KUID#**

Semester pursuing a full course of study for F-1 status:  **Fall 20** \_\_\_\_\_  **Spring 20** \_\_\_\_\_

The above-mentioned student is a

1.  **Thesis/Final Project Master's student** who previously completed all required coursework at the end of \_\_\_\_\_ (semester & year) and is considered pursuing a full course of study with \_\_\_\_\_ hours while completing:
  - thesis
  - final project
2.  **Non-thesis Master's student** who is finishing up final semester of all required coursework.
3.  Master's / Doctoral (please circle one) student and is considered pursuing a full course of study with \_\_\_\_\_ hours for the following specific reason: \_\_\_\_\_  
\_\_\_\_\_

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

- I understand that this request is solely for the purpose of maintaining my F-1 non-immigrant status.
- A reduced course load may not be considered full time for other university purposes and may disqualify me from:
  - ✓ working on-campus;
  - ✓ living on campus;
  - ✓ receiving scholarships and/or;
  - ✓ receiving other student benefits in accordance with university policies.
- I give ISSS staff consent to verify the above information with my academic department.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature of ISSS DSO \_\_\_\_\_ Date \_\_\_\_\_

Reference: 8CFR214.2(f)(6)(iii)

*Bring this completed form to ISSS, Strong Hall Room 2, for approval during walk-in hours of 1:30-4:00pm Monday-Friday.*