

## REDUCED COURSE LOAD



**Address:** 2403 Russell Long Boulevard, Canyon, TX 79015

**Phone:** (806) 651-2073

**Website:** <http://wtamu.edu/international>

International students in F-1 or J-1 VISA status are **required** to maintain full-time enrollment during the school year. If you will not meet the requirement, you **must** complete this form.

### NOTE THE FOLLOWING:

- Reduced course load in SEVIS must be pre-approved. Federal regulations severely limit the student's ability to reduce the course load. If you drop below full-time without authorization, the International Student Services office is required to report this through SEVIS and you will be violating the terms of your status. **Please read this form carefully.**
- Students can only use reasons 1 through 4 **once per degree**. This is **not** one time for each reason, but one time **per degree**. Students need to carry at least half of full-time required credits to use reasons 1 through 4. *For example: A **minimum of 6 credits for undergraduate, 5 for masters, and 3 for doctoral students.***
- WT students are responsible for their course placement and making progress towards their degree.

### THIS SECTION TO BE COMPLETED BY ACADEMIC OR GRADUATE ADVISOR

**\*This is only to acknowledge that you have met with the student and discussed possible available academic options.**

Academic Advisor or Graduate Advisor: (printed name)	
Department:	Title:
E-mail:	
Student's expected date of degree completion: ____/____/____	
Signature:	Date: ____/____/____

### THIS SECTION TO BE COMPLETED BY THE STUDENT

**ONLINE CREDIT COURSE POLICY:** You may have 1 online course count towards your total required full-time credits. Taking more than 1 online course may impact your immigration status. Consult with an ISS advisor for further information. **If you only need 1 course to complete your program of study, the course CANNOT be online or distance learning.**

Last name:	First name:
Program level:	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral
I am applying for a reduced course load for:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer      Year: ____

#### Reasons for reduced course load (please check ONE only):

- 1. Initial difficulty with reading requirement (**first year of study only**)
- 2. Initial difficulty with English language (**first year of study only**)
- 3. Unfamiliarity with American teaching methods (**first year of study only**)
- 4. Improper course placement (**appropriate anytime during course of study**)

#### Reasons below can be used even though reasons 1 through 4 have been used in the past:

- 1. Last semester exemption (student **must** graduate this semester)  
Students **must** enroll in a minimum number of credits required to graduate. **I-20 End Date will be shortened to reflect that the students are completing the program.**
- 2. Medical condition preventing full-time study  
In addition to the advisor's signature, students **must** obtain an official letter from a U.S. medical doctor or a board certified psychologist stating the medical reason(s) for the student's under-enrollment and the need for a reduction in course load. A copy of the doctor/psychologist official letter **must** be on file with the ISS. **There is a 12-month limit.**

Signature:	Date: ____/____/____
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### THIS SECTION TO BE COMPLETED BY THE INTERNATIONAL STUDENT SERVICES [ISS]

Determine the student's eligibility, approve, give the original(s) to students, enter ISS Info, and keep a copy on file (in 38 SEVIS Records)

Student to be full-time by: ____/____/____	
Approved by the ISS:	Date: ____/____/____