

Reduced Course Load Request Form



Location: Old Main 124
Phone: (806) 651-2073
Website: www.wtamu.edu/international

Per the federal Department of Homeland Security regulations, International students in F-1 visa status are **required** to maintain full-time enrollment during the Fall and Spring semesters and during the Summer semester, if you will graduate during the summer semester. **EOD COURSES DO NOT COUNT TOWARDS THE FULL-TIME ENROLLMENT REQUIREMENT LISTED BELOW.**

- Undergraduates: 12 credit hours per semester, with at least 9 hours face-to-face.
- Graduates: 9 credit hours per semester, with at least 6 hours face-to-face

If you will not meet the full-time enrollment requirement, you **must** complete this form.

IMPORTANT Reduced Course Load Information:

- Reduced Course Load must be authorized by a DSO in the Office of Admissions – International. Unauthorized Reduced Course Load will result in immediate SEVIS record termination, as required by the federal Department of Homeland Security.
- The federal Department of Homeland Security has a limited number of reasons why a student can drop below the full course load. These reasons are outlined below. In the SEVIS system, there is a drop-down list of reasons why we can authorize Reduced Course Load. There is no option for “other.”
- Failing a course is not a valid reason to authorize Reduced Course Load. If you are struggling in one or more classes, please ask for help as soon as there is an issue. There are many resources on-campus to help you succeed in your classes.

THIS SECTION TO BE COMPLETED BY ACADEMIC OR GRADUATE ADVISOR

***This is to acknowledge that you have met with the student and discussed possible available academic options. You acknowledge that the student is not requesting an RCL due to course failure, and that the reason selected below is accurate to the best of your knowledge:**

Academic Advisor or Graduate Advisor: (printed name)						
Department:				Title:		
Program Level:	Bachelors	Masters	Doctoral			
Semester Applying for Reduced Course Load:	Fall	Spring	Summer 1	Summer 2	Year:	
Student's expected date of degree completion (mm/dd/yyyy):						
Signature:				Date:		

Please select one reason for the Reduced Course Load Request:

- Initial Difficulty with the English Language – *first semester only; must take at least 6 credit hours (GR & UG)*
- Initial Difficulty with Reading Requirements – *first semester only; must take at least 6 credit hours (GR & UG)*
- Unfamiliarity with US Teaching Methods – *first semester only; must take at least 6 credit hours (GR & UG)*
- Improper Course Level Placement – *first semester only; must take at least 6 credit hours (GR & UG)*
- Documented Illness or Medical Condition
 - *Requires both academic advisor sign-off, and medical documentation from a US-licensed medical doctor or psychologist*
 - *Cannot exceed a total of 12 months aggregate per degree level*
 - *May excuse student from all classes*
- Final Semester
 - *Student must graduate during this semester (we cannot extend the program once done). Student must ensure passing grade(s)*
 - *Must be enrolled in at least 1 credit hour of face-to-face classes*
 - *If student will take a full course load, classes must meet face-to-face requirements*

THIS SECTION TO BE COMPLETED BY THE STUDENT

***By signing below, I acknowledge that I have read and understand the above information. I understand and agree to the terms and federal Department of Homeland Security regulations associated with Reduced Course Load. Failure to adhere to the federal regulations associated with my F1 student visa will result in a violation of my visa status and immediate termination of my SEVIS record.**

Last name:	First name:
Student (BUFF) ID Number:	

Signature:	Date:
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