

Application for Authorization to Drop Below a Full Course Load

Complete and return this form to the Center for International Students and wait for an approval email **before** dropping below a full course load.

- Immigration regulations require that all students with F-1 & J-1 immigration status must be enrolled for a full course load every semester. A full course load is defined as 12 credit hours for undergraduate students and 9 credit hours for graduate students.
- Dropping below full-time enrollment without the prior approval of your academic advisor and your International Student Advisor is a **violation** of your legal student status.
- Each student is limited to one approved semester below a full course load prior to the final semester of the program. In the final semester of their program, students are allowed to take less than a full course load if that is the number of credits needed to complete their degree.
- Exceptions to the full course of study requirement are limited to the following:
 1. **Initial Difficulty with English Language, Reading Requirements, or American Teaching Methods** - First or second semester of your program only
 2. **Improper Course Level Placement** - Any semester other than the last semester of your program
 3. **To Complete Course of Study in Current Semester** - Last semester of your program only

Student Section – To Be Completed By Student

Student Name _____ Student ID # _____ Current Semester/Year _____

Undergraduate or Graduate? _____ Truman Cumulative GPA _____ Visa Type _____

Student Email _____ Student Telephone # _____

How many semesters have you attended Truman including the current semester? _____

Have you received permission to drop below full time in a previous semester? _____ Which semester/year? _____

How many credits are you enrolled in for the current semester? _____ How many credits are you applying to drop? _____

What course(s) are you applying to drop? _____

Why are you applying to drop these course(s)? _____

“I certify that I understand that as a student in F-1 or J-1 immigration status, I am limited to one reduced course load except in my final semester when I am allowed to take only the number of credits necessary to complete my degree.”

Student Signature _____ Date of Signature _____

Advisor Section– To Be Completed By Advisor

I recommend approval of a reduced course load for this student for the _____ semester of the _____ year for the following reason (choose one and explain how it applies in the student’s current circumstances):

1. _____ **Initial Difficulty with English Language, Reading Requirements or American Teaching Methods** - First semester only – Please explain below
2. _____ **Improper Course Level Placement** – Any semester other than the last semester of the students program if approved by the academic advisor and the international student advisor - Please explain below
3. _____ **To Complete Course of Study in Current Semester** – Last term only - Please explain below

Advisor explanation: _____

Advisor Name: _____ Phone #: _____

Email: _____ Campus Address _____

Advisor Signature _____ Date of Signature _____

CIS Section– To Be Completed By International Student Advisor Only

International Student Advisor Only – Enter Initials and Date on Each Line

Approved? _____ Student Notified? _____ Authorized in SEVIS? _____ Advisor Notified? _____