



Application for a Reduced Course Load

Please read the following before completing the form on page 2.

Immigration Regulations

All F-1 & J-1 students 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.

There are very limited situations in which you are allowed to drop below a full course load.

During the **first or second semester only**:

- Initial Difficulty with English Language
- Initial Difficulty with Reading Requirements
- Initial Difficulty with American Teaching Methods
- Initial Improper Course Level Placement

During the **final semester only**:

- To Complete Course of Study in the Final Semester

Cautions

- Except in the final semester, you cannot reduce your course load below six credit hours.
- To drop below full-time status, you must first have the permission of your academic advisor and the International Student Advisor.
- Dropping below full-time status before you receive permission from your academic advisor and the International Student Advisor means you have **violated your legal student status and will have to apply for reinstatement**. You may only drop below 12 credit hours after you have received explicit permission from the international student advisor.
- You are allowed only one approved reduced course load excluding the final semester of each degree level.
- In the final semester of your program, you are allowed to take less than a full course load if that is the number of credits needed to complete your degree.

Procedures

1. Discuss your progress in the class with your professor.
2. Discuss the situation with your academic advisor.
3. Complete the Application for a Reduced Course Load with your Academic Advisor.
4. Make an appointment with the International Student Advisor or Director of the Center for International Students at Baldwin Hall 104 or iso01@truman.edu.
5. If the International Student Advisor approves your request, they will add the permission to your SEVIS Record and notify you to drop the course through TruView.



Center for International Students
Truman State University

Application for a Reduced Course Load

Complete this form with your academic advisor and submit it to Center for International Students at Baldwin Hall 104 or iso01@truman.edu. After you receive approval from the International Student Advisor, you may drop the course. See page 1 for the regulations, instructions, and cautions.

Student Section – To Be Completed by Student

Family name: _____ Given name: _____

Student ID: _____ Current Semester / Year: _____ Visa Type: _____

Undergraduate or Graduate? _____ Truman Cumulative GPA: _____

Student email: _____ Student Telephone #: _____

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

In a previous semester, have you received permission to drop below a full course load? _____

If yes, which semester / year? _____ How many credits are you applying to drop? _____

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

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

Why are you applying to drop these courses? _____

"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."

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
2. _____ Improper Course Level Placement
3. _____ To Complete Course of Study in Current Semester

Advisor explanation: _____

Advisor Name: _____ Phone #: _____

Email: _____ Campus Address: _____

Advisor Signature: _____ Date of Signature: _____

CIS Section – To Be Completed by International Student Advisor

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