



OHIO
UNIVERSITY

Office of International Affairs

International Student
and Faculty Services
Baker Center 348
Athens OH 45701-2979
T: 740.593.4330
F: 740.593.4328
<http://www.ohiou.edu/isfs/>

REQUEST FOR A REDUCED COURSE LOAD – F-1 STUDENTS GRADUATE STUDENT

THE COMPLETED FORM MUST BE RETURNED TO INTERNATIONAL STUDENT AND FACULTY SERVICES NO LATER THAN THE 15TH DAY OF THE QUARTER.

First name: _____ Last Name: _____

PID: _____ E-mail: _____

Telephone: _____ Address: _____

Quarter: _____ (quarter and year). A new form must be completed each quarter.

Immigration regulations require F-1 graduate students to be enrolled full-time each quarter; full-time status is 9 graduate credit hours. Students who will not be full-time must complete this form each quarter (fall, winter spring) that they will be less than full-time. Students enrolled in their department's 695 or 895 thesis/dissertation research course do not need to complete this form.

Students will be authorized for a reduced course load by an ISFS advisor. Students authorized for a reduced course load must register for at least 5 graduate credit hours and must enroll full-time for the following quarter, excluding the summer term. Students approved for a reduced course load will be notified via e-mail of the approval.

SECTION 1: Reason for requesting a reduced course load – please check one.

- I will be enrolled for 1 to 8 credits while completing research, thesis or dissertation requirements.
- I will be completing my research and/or thesis/dissertation requirements outside of the US. Students completing requirements outside of the US **MUST** meet with an ISFS advisor prior to departing the US.
- I will be enrolled for a reduced course load due to improper course level placement.
- I will be enrolled for a reduced course load due to unfamiliarity with U.S. teaching methods.*
- I will be enrolled for a reduced course load due to initial difficulties with the English language.*
- I will be enrolled for a reduced course load due to initial difficulties with reading requirements.*
- I will be enrolled for a reduced course load because it is my final quarter and my remaining courses are less than a full course load.

* Allowed during the first quarter of enrollment in degree courses ONLY.

SECTION 2: Academic advisor recommendation

A request for a reduced course load MUST be supported by the student's academic advisor. Please review your plans with your advisor and have her/him complete the following section.

As this student's academic advisor, I confirm the following:

- I have reviewed this student's plans and support the request for a reduced course load.
- This student is making satisfactory progress towards the completion of the program and is expected to complete their program of study in _____ (quarter and year).

Academic advisor name: _____

Signature and date: _____

E-mail: _____ Telephone: _____

SECTION 3: Other requests

Students unable to enroll full-time due to medical reasons must contact an ISFS advisor to discuss their individual circumstances prior to reducing their course load. Immigration regulations require a student requesting this authorization to "provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition."

Students who will not be enrolled full-time for other reasons such as taking their annual vacation during the fall, winter or spring quarter, departing the U.S. temporarily or any other reason MUST meet with an ISFS advisor prior to the 15th day of the quarter.

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For ISFS use only

Notes:

Request for RCL approved: Y or N

Student notified: Y or N

SEVIS update: Y or N

Advisor/Date: _____