Reduced Course Load
Approval Request Form

A J-1 student who drops below a full course of study without the prior approval of the J-1 program Alternate Responsible Officer [international student advisor] will be considered out of status.

An international student in J-1 status is bound by U.S. Bureau of Citizenship and Immigration Service (BCIS (formerly INS)) regulations to enroll in a full course of study each fall and spring. Full-time study is defined as 9 credit hours for graduates and 12 credit hours for undergraduates per semester. This form is not needed for students who:

1) have completed all the required coursework and are enrolled in thesis, dissertation, or equivalent hours or
2) have a GTA/GRA and are considered full time as described by the registrar. [for example 50% GTA + 6hrs]

Sometimes the USCIS allows for a reduced course load if approved by a Designated School Official (DSO=international student advisor) **PRIOR** to enrolling less than full time. A student may request to reduce a course load by having his/her faculty advisor complete this form and then submitting it for review by a DSO. *A reduced course load based on financial need is **NOT** a qualifying reason.* If approval is granted, the student must resume a full course of study the next semester.

To Be Completed By Faculty Advisor:

For the reason cited below, I *recommend* the following student be allowed to take a reduced course load.

Student's Name _____ KUID# _____
FAMILY/last Given/first

Semester ☐ Fall 200___ ☐ Spring 200____

Final semester

1. _____ final semester and students needs fewer courses than full time to complete the course of study.

Academic Reasons

Students may only be approved *once* for academic reasons per program level (AEC, Bachelor, Master, Doctorate) but can still be approved for a reduced course load due to a medical reason. A reduced course load due to academic reasons must consist of at least six semester hours.

2. _____ improper course level placement (can apply if student is unprepared or in jeopardy of failing a course).
3. _____ *initial* difficulties with the English language
4. _____ *initial* difficulties with reading requirements
5. _____ unfamiliarity with U.S teaching methods

Medical Reasons

The illness or medical condition must be temporary in nature. Approval for medical reasons must be obtained each semester requested and cannot exceed an aggregate of 12 months per program level. (AEC, Bachelor, Master, Doctorate) Once authorized for 12 months, the student cannot again be approved for a reduced course load due to academic reasons.

6. _____ illness or medical condition. *Current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to verify the illness must be attached.*

Faculty Advisor's Signature _____ Date _____

Faculty Advisor's Name _____ Phone: _____

Approval Signature of ISSS DSO _____ Date _____