Request for a Reduced Courseload Form

International students in F-1 student status are required to register for, maintain, and complete a “full course of study” to maintain lawful status in the U.S. A “full course of study” is defined as:

- For doctoral students, at least 6 credits each semester (fall and spring).
- For master’s students, at least 9 credits each semester (fall and spring).
- For undergraduate students, at least 12 credits each semester (fall and spring)

Student: Please review the approved reasons for a reduced course load listed on the back of this form. Discuss with your advisor/department chair and submit the completed form to the ISSO no later than the add/drop deadline (or prior to withdrawing from a course, if later in the semester). The ISSO recommends submitting this form early so that you have time to adjust your schedule if necessary before the add/drop deadline.

After submission of this form, please allow 3-5 business days to process your request. After 5 business days, if you have not received a response, please contact the ISSO to see if your request has been approved. UNTIL YOU RECEIVE WRITTEN (E-MAIL) APPROVAL, YOU SHOULD REMAIN ENROLLED IN A FULL COURSE OF STUDY.

Please note that immigration regulations rarely allow for F-1 students to be completely un-enrolled and remain legally in the U.S. Permissible academic reductions to a full course of study require at least part-time enrollment. Please see the approved reasons listed on page 2 for required number of credits.

Section A: To be completed by Student

Family name: ________________________________TU student ID #: ________________

First/Given name: __________________________

E-mail address: _____________________________Phone #: (______)______________

Your current academic level:  □ Undergraduate  □ Masters  □ Doctoral

Request for (please circle one):  FALL or SPRING semester, 20______.

Verification of Understanding: I acknowledge that by submitting this form I have read the reduced course load options and have discussed them with my academic advisor (department chair). I understand that there is no guarantee that my request will be approved. Until I have been granted permission, it is my responsibility to maintain a full course of study. I realize that failure to do so will jeopardize my legal F-1 status.

Signature: ___________________________________________Date: ______/_____/______
Section B: To be completed by Academic Advisor/Department Chair for Reduced Courseload

In order to authorize students for a reduced course load in a given semester, students must meet the criteria for one of the reasons listed below. Please review the form with the student, indicate and initial the option you are recommending, sign, and return to the student. Please contact the ISSO if you have further questions.

☐ This is the student’s first semester studying in the United States and the student is having one of the following issues (this option may only be used for the first semester of study inside the U.S. and the student must be enrolled in at least half the required credits for their level.):
  - Difficulty with English language
  - Difficulty with reading requirements
  - Unfamiliarity with American Teaching Methods

☐ The student was improperly advised/placed by a professor or academic advisor to take a course(s) for which the student was not academically prepared. (Student must be enrolled in at least half the required credits for their level.)

☐ The student is a graduate student completing their thesis/graduate project/case study, has completed all coursework, and has only their thesis or project remaining. (The student must be registered for at least one credit hour of the thesis/graduate project/case study or its Continuum course to affirm this.)

☐ The student is in their last semester of study, will graduate at the end of this semester, and does not need to take a full course of study to complete their degree requirements. (Student may not take additional classes after this semester to meet graduation requirements. If student only has one non-thesis class left, the class must be an in-person class.)

When will the student complete their studies at Towson University?
(NOT the student’s commencement date)

Month / Day / Year

Advisor’s/Dept. Chair’s signature

Date

Phone

Advisor’s/Dept. Chair’s printed name

Department

Section C: To be completed by ISSO

For ISSO use only

Reduced Courseload: ☐ Approved ☐ Not Approved

Advisor Initials: ______________

SEVIS Reportable Reason:
☐ English Difficulty ☐ Reading Difficulty Date: ________________________
☐ American Teaching ☐ Improper Placement
☐ Last Semester ☐

Student Notified on: ________________________