

# Academic Reduced Course Load Request Form

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Federal F-1 immigration regulations require F-1 international students to enroll full-time during Fall and Spring semesters.

There are specific academic instances in which a reduced course load can be authorized for an F-1 student. **A reduced course load must be requested in advance by submitting this form to the International Student Advisor and approved on your Form I-20 before withdrawing or dropping below full time.**

## Part 1. Student Information

Student Name: \_\_\_\_\_ Tech ID/Student ID: \_\_\_\_\_

Semester reduced course load is requested for: \_\_\_\_\_

## Part 2. Type of Reduced Course Load Request

Please review the below options carefully and select the type of academic reduced course load you are requesting.

**Academic Difficulty.** To be eligible for this type of reduced course load, you must be in your first semester of study in an academic Associate degree program at Saint Paul College (not eligible for EAPP). This type of reduced course load does not permit you to withdraw completely. **If approved for this type of reduced course load, you must remain enrolled in at least 6 credit hours.**

You must select one of the following reasons for academic difficulty:

- Initial difficulties with the English language or reading requirements
- Unfamiliarity with US teaching methods
- Improper course level placement

**To complete course of study in the final term.** If this option is selected, **you must attach your DARS/Degree Audit report to prove you are in the last semester of your degree program and need less than 12 credits to complete your program** (DARS/Degree Audit is available in eServices, under Academic Records).

***If approved for this type of reduced course load, the courses required to complete your program cannot be completely online. Contact the International Student Advisor for more information.***

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*In signing this form, you as the student understand that your request is subject to approval by ISS. This request form pertains to the ISS request only. If you are withdrawing after the course withdraw deadline or would like to request a Tuition Appeal, you must submit the Tuition Appeal eForm.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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