

Auburn University at Montgomery Office of Global Initiatives

PO Box 244023 Montgomery, AL 36124

Reduced Course Load

Part II (To be completed by the Academic Advisor)

As an F-1 student, full time enrollment is required. The exceptions to the full time enrollment (reduced course load) are very limited.

SEVIS limits the reasons for a reduced course load to:

- 1. **Illness or Medical Condition**--Student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to confirm the illness or medical condition.
- 2. Initial Difficulty with English Language—Academic difficulty in first semester enrolled.
- 3. Initial Difficulty with Reading Requirements—Academic difficulty in first semester enrolled.
- 4. **Unfamiliarity with American Teaching Methods**—Academic difficulty in first semester enrolled.
- 5. Improper Course Level Placement—Academic difficulty
- 6. **To Complete Course of Study in Current Term**—A DSO may authorize a reduced course load in the student's final term or semester, if less than a full load of courses are needed to complete the program requirements.

In order to approve a reduced course load for F-1 students, documentation regarding the student's academic performance is necessary. You are in the best position to assist with making a decision regarding a student's need to reduce his/her course load.

Email:	Phone:
Department:	
Academic Advisor/Instructor:	Date:
I endorse and recommend less than full-ti	ime enrollment for the student above for the reason indicated.
To Complete Course of Study in C Anticipated graduation date:	
Improper Course Level Placement	—Academic difficulty
Unfamiliarity with American Teach	hing Methods—Academic difficulty in first semester enrolled.
Initial Difficulty with Reading Requ	uirements—Academic difficulty in first semester enrolled.
Initial Difficulty with English Langu	age—Academic difficulty in first semester enrolled.
Please assist our office by providing a reas	son you feel this student should not be registered full time:

Student Agreement

I understand full time enrollment for undergraduate students is 12 semester hours and graduate students is 9 semester hours.

I understand if I drop below full time without prior approval, my SEVIS record will be terminated and I will be in the US illegally. My options will be to leave the US or file for reinstatement.

I understand if I drop below full time for an academic reason, I must be enrolled full time my next required semester, even if it is my last semester. I understand I cannot complete 2 reduced loads consecutively.

Student Name	Date
Student Signature	
Global Initiatives Representative	Date

NOTES: