



Auburn University at Montgomery
Office of Global Initiatives

PO Box 244023
Montgomery, AL 36124

Reduced Course Load

Part I (To be completed by the **Student**)

Family Name: _____ First Name: _____

Student ID: _____ SEVIS ID: _____

Address: _____

Email: _____

Major: _____ Academic Advisor/Instructor: _____

Signature: _____ Date: _____

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.

Please assist our office by providing a reason you feel this student should not be registered full time:

_____ **Initial Difficulty with English Language**—Academic difficulty in first semester enrolled.

_____ **Initial Difficulty with Reading Requirements**—Academic difficulty in first semester enrolled.

_____ **Unfamiliarity with American Teaching Methods**—Academic difficulty in first semester enrolled.

_____ **Improper Course Level Placement**—Academic difficulty

_____ **To Complete Course of Study in Current Term**

Anticipated graduation date: _____

I endorse and recommend less than full-time enrollment for the student above for the reason indicated.

Academic Advisor/Instructor: _____ Date: _____

Department: _____

Email: _____ Phone: _____

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: