



Email: Global@flagler.edu

REQUEST FOR REDUCED COURSE LOAD

To be completed by student:

NAME _____ STUDENT # _____

SEMESTER REQUIRING A REDUCED COURSE LOAD: _____

INTENDED # OF REGISTRATION HOURS: _____

STUDENT SIGNATURE _____ DATE _____

To be completed by Academic Advisor:

U.S. Citizenship & Immigration Services (USCIS) requires all F-1 and J-1 international students to pursue “a full course of study” except for annual vacation periods in order to maintain their student status. This means that the course load for undergraduates at Flagler must not fall below 12 semester hours in both fall and spring semesters. Full-time study for graduate students is generally 9 credits unless the International Student Advisor has determined that the student is following a full course of study including on-campus employment pursuant to the terms of a graduate scholarship, fellowship or assistantship; preparing for a comprehensive exam following completion of formal coursework; or engaged in thesis or dissertation. **New international students who are admitted to begin study in any summer semester are required to be full-time.**

The USCIS allows for only the following exceptions to full-time study. Please mark the appropriate box.

- ☐ The student has an illness or medical condition (must attach medical documentation)
- ☐ The student is having initial difficulty with English language (may only be approved for one semester)
- ☐ The student is having initial difficulty with reading requirements (may only be approved for one semester)
- ☐ The student is unfamiliar with American teaching methods (may only be approved for one semester)
- ☐ The student has been placed in an improper course level
- ☐ The student is expected to complete the course of study in the current term

I endorse and recommend a reduced course load for this student.

Academic Advisor Signature

Print Name

Date

Please return to Global@flagler.edu.