



Office of International Education  
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## REQUEST FOR REDUCED COURSE LOAD

**SECTION A: Request for Permission to be completed by STUDENT**

LAST NAME	FIRST NAME	UC ID#: 000	MAJOR
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DATE YOU PLAN TO COMPLETE YOUR PROGRAM AT UC (MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sponsored Students** – Have you spoken to your sponsor regarding your request for less than full-time enrollment?     Yes     No

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION B: To be completed by ACADEMIC ADVISOR**

International students in F-1 status are required to maintain full-time enrollment during the school year. If you cannot or will not meet this requirement, you must request a reduced course load. Federal immigration regulations severely limit a student's ability to be less than full time, but it may be allowed in rare circumstances, explained below. Please note that immigration regulations do not consider financial difficulties as a valid reason for enrolling less than full time.

***A student who wishes to drop below full time must obtain approval from a DSO in advance, regardless what the reason might be. A student who drops below a full course of study (after the add/drop period), without prior approval from a DSO will be considered out of status.***

Please indicate the reason the student needs authorization to drop below a full course load:

**MEDICAL JUSTIFICATION: Can only be granted for one semester at a time (aggregate of 12 months allowed)**

Students requesting less than full time due to medical reasons must include a letter from a doctor (MD or DO)

or psychologist that:

Specifically states that the provider is recommending reducing course enrollment. If they recommend that a student withdraw from all courses, the letter must specifically state that. If the provider is recommending the student drop a particular course or courses the letter must state that information. The letter must reference a specific diagnosis/medical issue. Letter must be on letterhead, dated and include an original signature (scans or copies will not be accepted).

**ACADEMIC: Allowed ONCE per program level (must be enrolled for at least half-time credits)**

- The student is having initial difficulty with English language (*can only be used in the student's first semester*).
- The student is having initial difficulty with reading requirements (*can only be used in the student's first semester*).
- The student is unfamiliar with American teaching methods (*can only be used in the student's first semester*).
- The student has been placed in the improper course level (*please attach a letter of explanation*).

**FINAL TERM OF STUDY (must be enrolled in required remaining courses to complete course of study)**

The student needs less than a full course load to finish the degree program this semester. Student must consult with a DSO if they plan to take online classes.

Dates requested\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Limited to **ONE TERM**

**ONLY**

Intended Number of Credits of Enrollment \_\_\_\_\_

*I recommend less than full-time enrollment for this student during the period above.*

**ACADEMIC ADVISOR SIGNATURE**

**DATE**

Name (Please Print)

Department

Phone Number

Email Address

**For OIE office use only:**

Int'l Student Advisor has approved RCL enrollment      Signature      Date

Revised 12/1/20

