



EASTERN

Connecticut's Public Liberal Arts University

EASTERN CONNECTICUT STATE UNIVERSITY INTERCULTURAL CENTER (IC)

REDUCED COURSE LOAD FORM

ACADEMIC ADVISOR CERTIFICATION FOR INTERNATIONAL STUDENTS ENROLLED LESS THAN FULL TIME

International students who are in the U.S. on an F-1 or J-1 student visa classification are required by law to maintain full time enrollment during all normal enrollment periods. For undergraduate students, full time status is defined as 12 credit hours of coursework per term. For graduate students, full time status is defined as 9 credit hours of course work per term. Students are allowed an annual vacation that is commonly taken during the summer term.

If you are considering dropping below full time enrollment, you must complete the form below and submit it to the Intercultural Center (IC) with appropriate supporting documentation so that a qualified staff member can review and approve the form **prior to** dropping below full time enrollment. Failure to receive approval from the Intercultural Center may jeopardize your legal status in the U.S. If you have any questions, please contact Dr. Indira Petoskey, Director of the Intercultural Center.

The U.S. Department of Homeland Security (DHS) and/or the U.S. Department of State (DOS) allows very limited reasons for a student to engage in less than full time enrollment. These reasons are listed below. If you do not meet one of these expectations, you may be out of legal status and deportable from the United States if you drop below full time enrollment.

Student Name: _____ ID number: _____

Degree Level: _____ Major: _____ Anticipated Graduation Date: _____

of Credit hours registered for: _____ Reduced Course Load Semester and Year: _____

Phone #: _____ E-mail: _____

Signature: _____ Date: _____

UNDERGRADUATE STUDENTS ONLY

- Difficulties with the English language. (**Note:** May only be used during the first term.)
- Difficulties with reading requirements. (**Note:** May only be used during the first term.)
- Unfamiliar with U.S. teaching methods. (**Note:** May only be used during the first term.)
- Placed in improper course level.
- Final semester before graduation.
- Medical reason for being enrolled less than full time.*

** If you are requesting authorization to drop below full time enrollment based on medical reasons, you must attach an official letter from a health care professional recommending the reduced course load.*

Name of Academic Advisor: _____ Department: _____

Signature: _____ Date: _____

Please return to the Intercultural Center

IC ONLY -- Authorization Granted: YES _____ NO _____

DOS/RO/ARO Signature: _____ Date: _____

Eastern Connecticut State University • Intercultural Center

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