

## **International Student Reduced Course Load Form**

INS regulations 214.2(f)(6)(iii) require that international students be enrolled in a full course of study during the academic year (3 course credits or more at Concordia is defined as full time). If you wish to enroll in less than a full course of study you must apply and be approved **before dropping below** a full course load. Regulations allow three circumstances when a student may drop below a full course of study. Please complete this form indicating which circumstance applies to your case, and return it to Don or Iola.

If you receive financial aid, please be aware that dropping below a full course of study will impact your aid. If you are half time (1.5 course credits) or greater you will receive aid prorated for the number of courses you are taking. If you drop below half time, you will not be eligible for any aid.

**Student Name** \_\_\_\_\_

**Concordia ID Number** \_\_\_\_\_

### **Academic Difficulties**

- Initial difficulties with the English language or reading requirements
- Unfamiliarity with US teaching methods
- Improper Course Level Placement

The student must resume a full course of study at the next available term, session or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization due to academic difficulties while pursuing a course of study at that program level.

### **Medical Conditions**

The DSO may authorize a reduced course load (or, if necessary no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. The student must provide current medical

documentation and the DSO must reauthorize the drop below full time for each new term, session or semester.

- Please include medical documentation when you submit this form

**Completion of Course of Study**

The DSO may authorize a reduced course load in the student’s final term, semester or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses for completion, but continues to be enrolled for other purposes, the student is considered to have completed the course of study and must take action to maintain status. Such application may include application for optional practical training, application for change of status, or departure from the US.

- Please include documentation from the Registrar’s Office indicating that you are eligible as indicated above.

**Please remember – the DSO must update SEVIS prior to the student reducing his or her course load, therefore the student should complete this form and gain approval before dropping below or registering for a reduced course load.**

Reduced course load approved by \_\_\_\_\_

Date entered in SEVIS \_\_\_\_\_