



Request for a Reduced Course Load

Family Name: _____ First Name: _____ Middle Name: _____
SS#/SID: _____ Date of Birth: _____ Citizenship: _____
Degree Level (i.e. BA, MA, etc.): _____ Major: _____ Semester for which exception is requested: _____
Did you transfer to Lewis from another University in the USA? Yes No

This form MUST BE APPROVED by the ISS in writing and granted by the ISS Director/PDSO through SEVIS BEFORE you can drop to a less than full time load. Students failing to request & obtain advance approval of a reduced course load will be considered "out of status" by the USCIS/USICE. Note in some cases an exception may reduce the number of hours you are eligible to work. A reduced course load must consist of at least 6 credit hours for undergraduate and 8 credit hours for graduate students.

Check one of the following, which be accompanied by the requested supporting documents to be considered. Why are you requesting an exception from full time enrollment?

It is my annual vacation. Indicate semester for which exception is requested: _____ (Only applicable if the student already completed one full time semester in the United States if the summer semester is requested, or has completed two concurrent full time semesters for any other semester to be designated as the vacation semester.) All requests must be accompanied by a current transcript(s).

I have a serious illness or medical condition as documented by a physician. Requests for exceptions based on medical reasons must be accompanied by medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist in the form of a detailed letter including diagnosis, treatment, statement indicating why student is unable to enroll full time, specific dates between which student cannot attend courses, and prognosis (anticipated duration). This exception is limited to an aggregate total of 12 months while pursuing a course of study at a particular level. If you will not be attending ANY courses, additional detailed documentation is required.

I hold a Graduate Assistantship (Grad Assistants must carry a minimum of six credit hours under Immigration law.) Please note that Lewis University policies must be followed by all Graduate Assistants. A copy of your offer letter **must** accompany this request.

I am a Graduate Student and have completed all formal coursework AND I am preparing for comprehensive examinations. Attach a copy of your complete transcript (s). Date of exam: _____.

I am a Graduate Student and have completed all formal coursework & I am engaged in thesis or dissertation research. Attach a copy of your complete transcript (s). Anticipated date thesis will be completed: _____.

I am participating in a curricular practical training program such as an internship, practicum, or cooperative education experience which is required or made optional within the regular curriculum for my degree. Attach a copy of your I-20 reflecting a grant of curricular practical training **and** your transcript.

I am having Academic difficulty due to: Initial difficulties with reading requirements Initial difficulties with the English Language;
 Unfamiliarity with American teaching requirements; and/or Improper course level placement. (Submit additional documentation in the form of a letter from your academic advisor explaining your situation and that s/he recommends the exception. Note you must still be registered for the credits listed above.)

This is my last semester and no additional courses are required to complete my degree. I will be graduating at the end of this semester. You must provide evidence that you have applied for graduation.

Student signature: _____ **Date:** _____

Section II To be completed by the Academic Advisor.

Instructions:

A student in your departments holds an F-1 visa and is required under U.S. Immigration Law to take a "full course of study." A "full course of study" as defined by the Regulations consists of:

Graduate students: at least 8 credit hours per semester

Undergraduate students: at least 12 credit hours per semester

The USCIS/USICE allows international students to apply for a reduced course load (exception from full time enrollment or the minimum required credit hours) from the USCIS/USICE Designated School Official (the International Student Services Office) under certain circumstances. In order to determine whether or not the student listed above qualifies for an exception we are asking you to verify whether or not you concur that the above indicated valid academic reasons exists for an exception to be granted.

I do or I do not concur that a valid academic reason as indicated above exists and that the student should be granted an exception from full time enrollment. Explanation & comments: _____

Name of Advisor (please print): _____ Title: _____
Department: _____ Office address: _____
Phone number: _____ e-mail: _____
Signature: _____ Date: _____

For ISS Use Only: Approved Denied by: _____ Date: _____ MJF2012
Reason: _____