Application for Academic Exception to a Full Course of Study

This form must be completed and signed by both the international student and their academic advisor. Submit this form to the International Student Affairs Office a minimum of 3 days prior to dropping the course.

- Federal immigration regulations require all students in F-1 & J-1 immigration status carry a <u>full course of study in the fall and spring semesters of every academic year</u> and <u>make normal progress towards their degree</u>. Exceptions to the full-course of study requirement are limited to those listed below.
- Approval of an Academic Exception to a Full Course of Study is limited to once in a degree. The exception must be explained and recommended by the student's academic advisor on this form. The explanation must show how the need to drop the course(s) falls under an allowed exception.
- The completed application must be submitted to the International Student Affairs Office for approval and entry into SEVIS (federal Student and Exchange Visitor Information System which tracks international students) at least of 3 days before the deadline for dropping the course(s).
- The student and advisor will be notified of the need for additional information or the approval and entry of the application in the SEVIS database. Only after being notified of the SEVIS entry, may the student drop the course(s). Dropping below full-time enrollment prior to obtaining SEVIS approval is a violation of the student's legal status in the U.S. After approval, the student should drop the courses using TruView.

Student Name	ID #	Email	Phone	e
	Year:			
Academic Level:	UndergraduateGradua	teExchange _	Visiting	
As the academic advisor of record, I recommend approval for a reduced course load for the current semester. I have informed the student by immigration law he/she is required to maintain a minimum course load of six credit hours. I have informed the student that approval for a reduced course load is limited to one time only in their degree program. The student is seeking approval to drop the course(s) listed below resulting in a remaining course load ofcredit hours.				
Course 1		Cours	se 2	
Initial difficulties with American teaching methods (first or second semester only) Explanation Required:				
2Initial difficulties with the English language (first or second semester only) Explanation Required:				
3Initial difficulties with the reading requirements (first or second semester only) Explanation Required:				
4Improper course leve Explanation Require	l placement (any semester) ed:			
5The semester is the student's last term and the student needs less than a full-course load to complete the requirements for their degree (last semester only) Explanation Required:				
Academic Advisor Signature:		Academic Advisor N	ame:	Date:
Campus Address:			Phone #:	Email:
I understand and agree with the information in this statement. Student Signature Date				
ISAO Use Only – Print SEVIS Au	thorization and Attach.			
SEVIS Database Authorization En	tered By: DSO Signature and Date of	Approval and SEVIS Entry		
	Student Email Sent	YesNo	Advisor Email Sent	YesNo