

International Student Application for Academic Exception to a Full Course of Study

Application for an Academic Exception to the Full Course of Study must be submitted to the ISAO at least 3 days before dropping the course(s).

Explanation of Immigration Regulations Pertaining to Full Course of Study

- Immigration regulations require that all students in F-1 & J-1 immigration status carry a **full course of study each semester**.
 - 12 credit hours – undergraduate 9 credit hours - graduate
- Dropping below full-time enrollment prior to SEVIS approval is a violation of status resulting in termination of the students SEVIS record
- **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 for reasons 1-4 below is limited to **one time per degree program**.
- **The student may not drop below a minimum course load of 6 credit hours for reasons 1-4 below. Students in their final semester are only required to take the courses necessary to complete their degree.**
- The exception must be recommended and explained by the academic advisor; the explanation may be written on this form or emailed to the ISAO.
- The explanation must describe how the need to drop the course(s) fits the exception.
- The student will be notified by email of additional information required for approval in SEVIS.
- **The student must not drop the course in TruView before receiving notification of SEVIS approval**
- Immigration regulations require that all students in F-1 & J-1 immigration status make normal progress towards their degree.

Advisor Recommendation (Required)

I recommend approval of a reduced course load for the current semester. The student's course load will be reduced to _____ credit hours by dropping the following course(s): _____

Student Name _____ ID # _____ Email _____

Semester: _____ Year: _____ Visa (F-1 or J-1): _____ Academic Level: ___ Undergraduate ___ Graduate ___ Exchange ___ Visiting

Exceptions (choose one and enter explanation or email the ISAO)

1. _____ **Initial difficulties with American teaching methods** (1st or 2nd semester only). Academic advisor – please provide a brief summary of how this applies to the student's circumstances:

4. _____ **Improper course level placement** (any semester). Academic advisor – please provide a brief summary of how this applies to the student's circumstances:

2. _____ **Initial difficulties with the English language** (1st or 2nd semester only). Academic advisor – please provide a brief summary of how this applies to the student's circumstances:

5 _____ **This is the student's last semester and less than 12 credit hours are required to complete the degree** (last semester only) Academic advisor – please provide a brief summary of how this applies to the student's circumstances:

3. _____ **Initial difficulties with the reading requirements** (1st or 2nd semester only). Academic advisor – please provide a brief summary of how this applies to the student's circumstances:

Academic Advisor Signature: _____ Academic Advisor Name: _____ Date: _____

Campus Address: _____ Phone #: _____ Email: _____

Student Agreement (Required)

I have read and discussed the **Explanation of Immigration Regulations Pertaining to Full Course of Study** shown above with my advisor and I understand the limitations and implications of a reduced course load.

Signature _____ Date _____

ISAO Approval Required/ISAO Use Only

SEVIS Authorization Entered By: _____ Date: _____ SEVIS Authorization Printed and Attached _____

Student Email Sent ___ Yes ___ No Advisor Email Sent ___ Yes ___ No