

# Application for Authorization to Drop Below a Full Course Load

Complete and return this form to the Center for International Students and wait for an approval email **before** dropping below a full course load.

- Immigration regulations require that all students with F-1 & J-1 immigration status must be enrolled for a full course load every semester. A full course load is defined as 12 credit hours for undergraduate students and 9 credit hours for graduate students.
- Dropping below full-time enrollment without the prior approval of your academic advisor and your International Student Advisor is a **violation** of your legal student status.
- Each student is limited to one approved semester below a full course load prior to the final semester of the program. In the final semester of their program, students are allowed to take less than a full course load if that is the number of credits needed to complete their degree.
- Exceptions to the full course of study requirement are limited to the following:
  1. **Initial Difficulty with English Language, Reading Requirements, or American Teaching Methods** - First or second semester of your program only
  2. **Improper Course Level Placement** - Any semester other than the last semester of your program
  3. **To Complete Course of Study in Current Semester** - Last semester of your program only

## **Student Section – To Be Completed By Student**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Current Semester/Year \_\_\_\_\_

Undergraduate or Graduate? \_\_\_\_\_ Truman Cumulative GPA \_\_\_\_\_ Visa Type \_\_\_\_\_

Student Email \_\_\_\_\_ Student Telephone # \_\_\_\_\_

How many semesters have you attended Truman including the current semester? \_\_\_\_\_

Have you received permission to drop below full time in a previous semester? \_\_\_\_\_ Which semester/year? \_\_\_\_\_

How many credits are you enrolled in for the current semester? \_\_\_\_\_ How many credits are you applying to drop? \_\_\_\_\_

What course(s) are you applying to drop? \_\_\_\_\_

Why are you applying to drop these course(s)? \_\_\_\_\_

*“I certify that I understand that as a student in F-1 or J-1 immigration status, I am limited to one reduced course load except in my final semester when I am allowed to take only the number of credits necessary to complete my degree.”*

Student Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

## **Advisor Section – To Be Completed By Advisor**

I recommend approval of a reduced course load for this student for the \_\_\_\_\_ semester of the \_\_\_\_\_ year for the following reason (choose one and explain how it applies in the student’s current circumstances):

1. \_\_\_\_\_ **Initial Difficulty with English Language, Reading Requirements or American Teaching Methods** - First semester only – Please explain below
2. \_\_\_\_\_ **Improper Course Level Placement** – Any semester other than the last semester of the students program if approved by the academic advisor and the international student advisor - Please explain below
3. \_\_\_\_\_ **To Complete Course of Study in Current Semester** – Last term only - Please explain below

Advisor explanation: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Campus Address \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

## **CIS Section – To Be Completed By International Student Advisor Only**

International Student Advisor Only – Enter Initials and Date on Each Line

Approved? \_\_\_\_\_ Student Notified? \_\_\_\_\_ Authorized in SEVIS? \_\_\_\_\_ Advisor Notified? \_\_\_\_\_