

# 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 CIS 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 CIS.
- 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 CIS)

1. \_\_\_\_\_ **Initial difficulties with American teaching methods** (1<sup>st</sup> or 2<sup>nd</sup> 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** (1<sup>st</sup> or 2<sup>nd</sup> 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 \_\_\_\_\_

### CIS Approval Required/CIS Use Only

SEVIS Authorization Entered By: \_\_\_\_\_ Date: \_\_\_\_\_ SEVIS Authorization Printed and Attached \_\_\_\_\_

Student Email Sent \_\_\_ Yes \_\_\_ No      Advisor Email Sent \_\_\_ Yes \_\_\_ No