

REDUCED COURSE LOAD ACADEMIC DIFFICULTY

Reduced enrollment must be approved by International Student Admission and Programs before dropping courses.

- Students may seek authorization to be enrolled less than full-time during a given semester for a limited number of academic reasons including improper course placement or sequence, initial English language difficulties, initial difficulty with reading requirements, or unfamiliarity with American teaching methods.
- An academic adviser (college or major adviser) or professor teaching the class that will be dropped must recommend the reduced enrollment.
- Reduced enrollment for academic reasons may be approved for only one semester during the student's degree program. Students should consider this carefully before requesting an approved reduced enrollment for academic reasons since it can only be used once.

STEPS FOR THE STUDENT:

Step 1: Contact your academic advisor, department chair, or professor who may make a recommendation for a reduced course load if appropriate for your situation. If the advisor agrees to recommend reduced course load, fill out sections 1, 2, and 3. Have your advisor fill out section 4 of this form.

Step 2: Contact the ISAP office who will review the recommendation and decide if there is enough evidence to approve your reduced course load.

Step 3: After the ISAP office approves the reduced course load form, you may withdraw from the approved class/es. Students with a reduced course load for initial academic difficulty may drop only one class below full-time.

SECTION 1: STUDENT INFORMATION

Student's Family Name (Last Name)			
Student's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

SECTION 2: PROGRAM INFORMATION

Level of Study	Bachelors	Masters	PhD	Certificate
First Semester at UWG	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____	Semester of requested Reduced Enrollment		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____
				Expected Program Completion Date
Major				

Statement of Understanding

*I understand that a reduced course load exception can be used only **one time during my studies** in the United States. Failure to remain enrolled full time until your reduced course load is approved will result in you falling out of status.*

Student's Signature		Date	
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SECTION 3: PROPOSED SCHEDULE

Please use this section to provide the schedule of classes for the semester in which you are dropping below full time.

Class Title EX: UWG1101	Course Name EX: UNIVERSITY EXPERIENCE	Instructor EX: INSTRUCTION NAME	Online or In Person EX: IN PERSON	Credit Hours EX: 3
Total Number of Credit Hours				

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Summary of the Regulation

- International students who are in the US in F-1 or J-1 status are required by law to pursue a full course of study every semester of the academic year (Fall and Spring semester and Summer if it is the student's first or last term of study).
- "Full-time student status" is 12 credit hours for undergraduates and 9 credit hours for graduates, as defined in the UWG Course Catalogues
- The United States Citizenship and Immigration Services (USCIS) limits the reasons for a student to engage in less than full-time enrollment to the ones listed on this form. Failure to comply with this law results in the student's SEVIS record being terminated.
- Students can only use this option **ONCE** during their studies in the United States.

STEPS FOR THE ADVISOR/DEAN:

Step 1: Meet with the student about their circumstances and make a decision on whether or not you feel the student's situation would benefit from a reduced course load.

Step 2: If you feel the student's time at UWG would be benefited from a 1 semester reduced course load approval, fill out the bottom portion of this form with the student after you have reviewed sections 1-3 with the student. Contact the ISAP office if you have any questions. Students should submit the completed form to the ISAP office.

Step 3: After the ISAP office approves the reduced course load form, the student may withdraw from the approved class/es. Students with a reduced course load for initial academic difficulty may drop only one class below full-time.

SECTION 4: ACADEMIC ADVISOR OR DEAN RECOMMENDATION

I am aware of the circumstances above, have reviewed the educational implications, and recommend reduced enrollment for the requested semester.

Recommended Reason for Reduced Enrollment	<input type="checkbox"/> Improper course placement or sequence <input type="checkbox"/> Initial difficulties with English language requirements (<i>first semester only</i>) <input type="checkbox"/> Initial difficulties with English reading requirements (<i>first semester only</i>) <input type="checkbox"/> Unfamiliarity with U.S. teaching methods (<i>first semester only</i>)		
Advisor's Signature		Date	
Printed Name			
Title			
Email		Extension	