

## REDUCED COURSE LOAD FINAL SEMESTER

Degree-seeking students who are completing their degree requirements in a specified semester can apply for reduced course load their final semester if the number of credit hours needed to finish the degree will be exceeded by full time enrollment.

To be eligible, students must meet the following criteria:

- Be on the degree list for the specified semester and have applied for graduation through the Registrar's Office
- The student must graduate at the end of the semester the reduced course load is approved.
- Approvals are for only one semester.

### 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.

### 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 COMPLETION

Level of Study	Bachelors	Masters	PhD	Certificate
Final 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: _____
Have you applied to graduate through MyUWG?	YES	NO	Program Completion Date	
Current I-20 Program End Date	_____ <i>*If your current I-20 program end date is after your final semester end date, ISAP will shorten your program end date on your I-20 to match your program completion date. You will receive a new I-20 reflecting this change.</i>			

### Statement of Understanding

*I understand that after completing my degree, I will enter my 60-day (F-1) grace period. During or before my grace period, I must do one of the following:*

- *Depart the US (one time only)*
- *Request a transfer to another school*
- *Apply for Optional Practical Training (OPT)*

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
<b>Total Number of Credit Hours</b>				

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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 if the number of credits required to graduate would be exceeded by a full time course of study. (I.E., If the student only needs 6 credits to graduate, then they should use this form)

### STEPS FOR THE ADVISOR/DEAN:

**Step 1:** Meet with the student about their course of study and make a decision on whether or not you feel the student's has completed all other requirements to graduate.

**Step 2:** If you feel the student's curriculum and graduation requirements would be met with their proposed schedule in section 3, fill out the bottom portion of this form. Student should have also applied for graduation in the term they are requesting the reduced course load. 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 study for the semester approved with a reduced course load.

### SECTION 4: ACADEMIC ADVISOR OR DEAN RECOMMENDATION

*I am aware of the circumstances above, have reviewed the educational implications, and certify that with the above listed schedule, the student will have completed all degree requirements to graduate in the semester of reduced course load.*

Advisor's Signature		Date	
Printed Name			
Title			
Email		Extension	