

Every international student holding an F-1 visa is required by immigration law to maintain a full course of study every semester. Full time is defined as at least 12 credits per semester for undergraduate students. U.S. Citizenship and Immigration Services (USCIS) allows a reduced course load only in certain cases, which are listed below.

Prior approval from an International Student Advisor (P/D SO) is required before a student can drop below full time. A reduced course load must consist of half the credit hours required for a full course of study, except in the case of a documented medical necessity or during the student's final term of study. **A student who drops below full time without the approval of an International Student Advisor (P/D SO) will be considered out of status and will be reported to SEVIS.**

For students: If you are considering a reduced course load, you will need to meet with an International Student Advisor (P/D SO) before you drop a course. Together, you will complete this form.

Student's Name: _____ BCC ID Number (900 Number): _____

Program of Study: _____

New Expected Date of Completion (mm/dd/yyyy): _____

Per CFR 214.2(f)(6)(iii), the following are the ONLY acceptable reasons to be enrolled less than full time. Please indicate the reason for less than full time enrollment by checking the appropriate box below.

- (A) Academic difficulties:** The P/D SO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. **The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the P/D SO due to academic difficulties while pursuing a course of study at that program level.** A student authorized to drop below a full course of study for academic difficulties while pursuing a course of study at a particular program level may still be authorized for a reduced course load due to an illness medical condition as provided for in paragraph (B) of this section.
- (B) Medical conditions:** The P/D SO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. **In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the P/D SO to substantiate the illness or medical condition.** The student must provide current medical documentation and the P/D SO must reauthorize the drop below full course of study each new term, session, or semester. A student previously authorized to drop below a full course of study due to illness or medical condition for an aggregate of 12 months may not be authorized by a P/D SO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months.
- (C) Completion of course of study:** The P/D SO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for change of status or departure from the U.S.

P/D SO's Name and Title: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____