

International Student Request for Reduced Course Load

This form should be used only by F-1 student visa holders to:

- Request fewer than 12 credits Fall or Spring semester.
- To withdraw/drop a class. Student must complete the drop/withdraw form as well.

Instructions

1. Complete sections A and B of this form.
2. Bring it or email it to International Student Advisor for review.

Section A. Student Information

Student ID # (Tech ID):

Last Name:

First Name:

Section B. Reason, Course Information, and Student Signature

Semester and Year:

Fall

Spring

Year

I am requesting a reduced course load at Minneapolis College for: (select one)

Fewer than 12 credits are needed to complete my program and it is the final semester of my program. You must attach your DARS report to prove you are in your last semester of your degree program and need less than 12 credits. (DARS available in eservices, under academic record.)

Illness or medical reason. You must attach a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist clearly stating that your medical condition does not permit enrollment or requires part-time enrollment. The period of time an F-1 student may reduce their course load due to medical conditions is limited to 12 months per program. Illness of family members is not an acceptable reason for reducing a full course load.

Concurrent enrollment at another institution. You must attach a copy of your registration from the other institution. Coursework from the other institution must apply to your educational objective.

Academic difficulties. This reason may only be used in the first semester at your institution. *You are required to maintain at least 6 credits.* Check one of the following reasons why you cannot maintain a full-time course load:

Initial difficulties with the English language or reading requirements

Unfamiliarity with U.S. teaching methods

Improper course level placement

Comments

Student Signature

Date

Section C. International Student Advisor Use Only

I have discussed the above circumstances with the student, reviewed all relevant documentation, and informed them of the parameters of a reduced course load authorization.

APPROVED

DENIED

Entered in SEVIS:

Date Entered:

Advisor Signature

Date