



International Student Request for Reduced Course Load (fewer than 12 credits Fall or Spring semester)

This form should be used only by F-1 student visa holders for the following:

- To request to take fewer than 12 credits Fall or Spring semester.
- To request to drop or withdraw from courses Fall or Spring semester, resulting in 12 or fewer credits.

Complete sections A and B of this form, then bring/email it to the International Student Advisor for review and possible approval.

SECTION A. Student Information

Student ID # (Tech ID)

Last Name

First Name

SECTION B. Reason, Course Information and Student Signature

Select Semester: FALL SPRING

I am requesting a reduced course load at MCTC for the following reason (please check one of the following):

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

I wish to be dropped or withdrawn from the following courses:

Course ID	Subject (e.g. MATH)	Number (e.g. 1110)	Section (e.g. 02)	Number of Credits
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By signing below, I understand that requests made after the course add/drop deadline will be processed as course withdrawals, resulting in a grade of W for the course, which will not impact my grade point average (GPA). I understand there are no refunds for tuition available after the 20th business day of the semester.

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

Comments:

Entered in SEVIS on the date below.

Entered in SEVIS on this date:

Advisor Signature:

Date:

SECTION D. Records Office

Approved forms:

1. Process form accordingly
2. Scan to student record.
3. Send confirmation email to student.

Denied forms:

1. Scan to student record.

Staff initials:

Date OF DROP/WITHDRAW

Email sent