

REDUCED COURSE LOAD



TEXAS TECH UNIVERSITY

Office of International Affairs

601 Indiana Avenue, Lubbock, TX 79409

Phone: 806.742.3667

<http://www.international.ttu.edu>

International students on F-1 or J-1 visas are **required** to maintain full-time enrollment during the school year. If you will not meet the requirement, you **must** complete this form.

NOTE THE FOLLOWING

- Reduced course load in SEVIS system must be pre-approved. Federal regulations severely limit the student's ability to reduce the course load. If you drop below full-time without authorization, ISSS is required to report this through the SEVIS system and you will be violating the terms of your status. **PLEASE READ THIS FORM CAREFULLY.**
- Students can only use reasons 1 through 4 **once per degree**. This is **not** one time for each reason, but one time **per degree**. Students needs to carry at least half of full-time required credits to use reasons 1 through 4. *For example: a minimum of 6 credits for undergraduate, 5 for masters and at 3 for doctoral students.*
- TTU students are responsible for their course placement and making progress toward their degree

THIS SECTION TO BE COMPLETED BY ACADEMIC OR GRADUATE ADVISOR

***This is only to acknowledge that you have met with the student and discussed possible available academic options.**

Academic Advisor Or Graduate Advisor (printed name):	
Department:	Title:
Email:	
Student's expected date of degree completion: ___/___/___	
Signature	Date: ___/___/___

THIS SECTION TO BE COMPLETED BY THE STUDENT

ONLINE CREDIT COURSE POLICY: You may have one online course count towards your total required full-time credits. Taking more than one online course may impact your immigration status. Consult with an ISSS advisor for further information. **If you only need one course to complete your program of study, the course CANNOT be online or distance learning.**

Last Name:	First Name:
Program level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral	
I am applying for a reduced course load for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	

Reason for reduced course load (please check one only):

- 1. Initial difficulty with reading requirement (**first year of study only**)
- 2. Initial difficulty with English language (**first year of study only**)
- 3. Unfamiliar with American teaching methods (**first year of study only**)
- 4. Improper course placement (**appropriate any time during course of study.**)

Reasons below can be used even though reasons 1 through 4 have been used in the past.

- 1. Last semester exemption (students **must** graduate this semester). Student **must** enroll in a minimum number of credits required to graduate. **I-20 end date will be shortened to reflect that student is completing the program.**
- 2. Medical condition that prevents full-time study. In addition to the advisor's signature, students **must** obtain an official letter from a U.S. medical doctor or a board certified psychologist stating the reason for medical under enrollment and need for a reduction in course load. A copy of the doctor/psychologist official letter **must** be on file with ISSS. **There is a 12-month limit.**

Student Signature:	Date: ___/___/___
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THIS SECTION TO BE COMPLETED BY ISSS

Determine student eligibility, approve, give original to student, enter ISSS Info, and keep a copy on file	
Student to be full-time by:	
Approved by ISSS:	Date: ___/___/___