

TO BE COMPLETED BY STUDENT
STUDENT INFORMATION:

Last/Family Name First Name
FIT Email Student ID
Level Undergraduate Graduate Ph.D. Semester of Reduced Course Load Fall Spring Summer Year
Student Signature Date

DIRECTIONS:

Please fill out the form completely. Carefully read the descriptions on the reverse side, and provide any required documentation. All forms will be considered incomplete unless properly filled out, signed by your academic advisor or department head, and the ISSS Office. REMEMBER: except as otherwise noted, a reduced course load must consist of at least six semester or half the clock hours required for a full course of study.

TO BE COMPLETED BY ACADEMIC ADVISOR/DEPARTMENT — RECOMMENDATION FOR REDUCED COURSE LOAD

Please discuss with your student the exception to a full-load course enrollment that they are seeking and sign the appropriate exception. NOTE: "Imminent danger of failing a class" is not a permissible reason for authorizing a reduced course load. If you do not feel the exception is warranted, you are under no obligation to sign this form.

DIFFICULTY WITH ENGLISH LANGUAGE OR UNFAMILIARITY WITH U.S. TEACHING METHODS: (CAN ONLY BE APPROVED IN FIRST SEMESTER)\*\*

Academic advisor/department approval: I understand that by signing this form I am verifying that the student listed above is in his/her first semester of study in the United States, and it is my recommendation that he/she be allowed a reduced course load this semester.

Advisor Name Signature Extension Date

IMPROPER COURSE LEVEL PLACEMENT:

Course Name and Number

Academic advisor/department approval: I understand that by signing this form I am verifying that the student listed above was placed by myself or the department in an incorrect level or course, and it is my recommendation that he/she be allowed a reduced course load this semester.

Advisor Name Signature Extension Date

COMPLETION OF COURSE OF STUDY — FINAL SEMESTER: (THIS SECTION REQUIRES SIGNATURE OF BOTH ACADEMIC ADVISOR AND STUDENT)

Prior to signing this section, both the advisor and student should thoroughly discuss the likelihood of graduation. Failure to graduate after taking a reduced course load can result in an immigration status violation, and the student may lose the ability to apply/use Optional Practical Training (OPT) and/or remain in the United States as an F-1/J-1 student. The student bears all responsibility for status violations.

Academic advisor/department approval: I understand that by signing this form I am verifying that the student listed above is in his/her final semester of study and has a Petition to Graduate on file with Florida Institute of Technology.

Advisor Name Signature Extension Date

Student Acknowledgement: I understand that by signing this form I am enrolled for the course work necessary to graduate at the end of this semester, I have a Petition to Graduate on file, and I understand that failure to graduate may result in a violation of my immigration status or loss of any optional practical training (OPT).

Student Name FIT ID Date

FOR ISSS OFFICE ONLY
Level: Course: Course: Course: Course:
Less Than Full Load Approved Denied
DSO Signature Date

Federal regulations require that ALL F-1 and J-1 students be registered for full-time course loads each fall and spring semester until graduation. Failure to be registered as a full-time student is a violation of non-immigrant status; this may result in the loss of F-1 and J-1 benefits (including employment) and can prompt federal immigration sanctions.

**IMMIGRATION REGULATION: 8CFR214.2 (F)(6)(III) REDUCED COURSE LOAD:**

(iii) Reduced course load. The designated school official (DSO) may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.

**A FULL-TIME COURSE LOAD VARIES ACCORDING TO ACADEMIC LEVEL:**

| <u>Academic Level</u> | <u>Full-Time Course Minimum Load</u> |
|-----------------------|--------------------------------------|
| Undergraduate         | 12 credits per semester              |
| Graduate*             | 9 credits per semester               |

If summer is your FIRST semester of an academic program, six (6) credits is considered full time for enrollment purposes.

\*In accordance with Graduate Policy 4.3, graduate international students are considered compliant with U.S. immigration stipulations that normally require a minimum 9 hour registration per semester if they are enrolled for at least (a) 3 semester credit hours in a full-load course. Link: [http://assets.fit.edu/scripts/policy\\_view.php?id=1687](http://assets.fit.edu/scripts/policy_view.php?id=1687)

**EXCEPTIONS:** There are very few exceptions to the full-time course load rule; the criteria for each exception is strict. A student must resume a full course of study in the following semester, unless it would be the student's last semester or a medical excuse is warranted.

**REASON: (CHECK ONLY ONE)**

- Difficulty with English Language:** (can only be approved in first semester).\*\* Requires academic advisor/department approval.
- Unfamiliarity with U.S. teaching methods:** (can only be approved in first semester).\*\* Requires academic advisor/department approval.
- Improper Course Level Placement:** (can only be used once per **academic level**). Requires academic advisor/department approval.
- Completion of Program (Final Semester):** YOU MUST GRADUATE TO MAINTAIN YOUR STATUS. Only required to take number of credits needed to graduate. Requires academic advisor/department approval.
- Medical:** must provide official medical documentation, from a licensed physician in the United States, on letterhead with medical professional's contact information, stating the nature of the condition, and the reason the reduced course load is necessary.
- Cross Enrollment:** Must submit proof of enrollment from other school with this form which includes your name, courses, number of credit hours, and specific semester of registration. Students must take at least half of the hours required for full-time enrollment at FIT. NOTE: Completion of this form does not guarantee the transfer of credits from the other institution to FIT.

**NOTE: "Imminent danger of failing a class" is not a permissible reason for authorizing a reduced course load.**

\*\* Students with a GSA, who recently graduated from FIT and changed education levels are not allowed to be Less Than Full Load for this reason.

**IMPORTANT: This form is used for immigration compliance only; please refer to HR Policy 10.1 and 10.2 regarding on-campus employment.**