



VALPARAISO  
UNIVERSITY

## REDUCED COURSE LOAD

### Academic Advisor's Recommendation

Every international student holding an F-1 or J-1 visa is required by immigration law to maintain a full course of study every semester. Full time is defined as 12 credit hours per semester (9 credit hours for Graduate students). The US Citizenship and Immigration Services allow a reduced course load only in certain cases, which are listed below. **PRIOR APPROVAL FROM THE OFFICE OF INTERNATIONAL PROGRAMS IS REQUIRED BEFORE A STUDENT CAN DROP BELOW FULL TIME.** A reduced course load must consist of half the clock hours required for a full course of study, except in the case of a medical necessity or during the student's final term of study. **A STUDENT WHO DROPS BELOW FULL TIME WITHOUT THE OFFICE OF INTERNATIONAL PROGRAMS' APPROVAL WILL BE CONSIDERED OUT OF STATUS.**

**STUDENTS:** If you are considering a reduced course load, you will need to meet with an Office of International Programs advisor before you drop a course. You will also need approval from your faculty or academic advisor, who will need to complete the bottom portion of this form before you submit it to the Office of International Programs.

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Student's Name \_\_\_\_\_

Degree Level             Bachelors     Masters     Doctorate     Other \_\_\_\_\_

Field of Study \_\_\_\_\_ Expected completion date \_\_\_\_\_

The following are the **ONLY** acceptable reasons to be enrolled less than full time.

**Academic Advisors:** Please indicate the reason for less than full time enrollment:

- Academic difficulties** – initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Student must resume a full course load during the next academic term
- Medical conditions** – must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. Documentation must be specific and must accompany this form. The physician or psychologist must recommend either part time enrollment or no enrollment and must indicate the term for which the reduced course load is applicable. A reduced course load for medical reasons can be recommended for more than one term but cannot exceed 12 months in aggregate. The student must re-apply for a reduced course load for each new semester
- Completion of course study** – the student will be in his/her final term of study and does not need a full course load to complete the degree program
- Concurrent enrollment** – the student is taking courses at another approved institution that will fulfill Valpo degree requirements and enrollment at both schools amounts to a full course of study. A student must take the majority of their coursework at Valpo. The student has prior approval from their department and the Registrar's Office verifying that the courses will be counted toward the degree program

Academic Advisor's Name and Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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