



THE  
**COLLEGE**  
OF THE  
**FLORIDA KEYS**

Return form to the International Student Office:  
The College of the Florida Keys  
5901 College Road, Key West, FL 33040  
internationalstudents@cfk.edu

## Reduced Course Load Request for F-1 Visa Students

**Directions:** Please read the Reduced Course Load Request guidelines carefully prior to completing the request.

**Deadline:** Requests must be received by the third week of the semester and prior to dropping or withdrawing from a full course load. Submissions received after the deadline will be evaluated on a case-by-case basis.

Full Name:

CFK ID:

Date of Birth (MM/DD/YY):

Citizenship:

Telephone number:

E-mail address:

Current credit-hour enrollment:

Current semester:

Semester for which you are requesting a reduced course load:

Reason for requesting a reduced course load:

Unfamiliarity with U.S. teaching methods (must be supported by Academic Advisor)

Difficulty with English language (must be supported by Academic Advisor)

Improper course placement (must be supported by Academic Advisor)

Medical condition (requires medical documentation)

Other (please explain below)

Student Signature:

Date:

I have read and I understand the following Reduced Course Load Request guidelines.

## Reduced Course Load Eligibility Guidelines

International students on F-1 visas are required to take a full course load during Fall and Spring semesters. Summer enrollment is not required. In the event the student does not intend to take a full course load, the student must get prior approval from an International Student Advisor. Submit a Reduced Course Load Request for the semester that you plan to be enrolled in less than full time.

- A student who drops below a full course of study without prior approval from an International Student Advisor will be considered out of status.
- Only an International Student Advisor is authorized to approve less than full course load for students on F-1 visa status under the guidelines of exceptions allowed by federal regulations.
- Only one semester exception in two academic years will be approved (except for a medical condition).

F-1 students are advised to read the following description and required documentation needed for each exception. CFK will not consider any incomplete form or documentation.

**The reduced course load application will be considered for the following exceptions:**

### 1. Academic Difficulties

- Unfamiliarity with U.S. teaching methods
- Difficulty with English language (including reading requirements)
- Improper course level placement

Undergraduate students granted a reduced course load for academic difficulties are still required to enroll in a minimum of 6 credit hours.

#### **Required Documentation:**

For all of the above exceptions, the student needs to provide a letter from the academic Advisor and/or instructor confirming that the student is eligible for one of the above exceptions based on the evaluation of the student's academic performance or records.

### 2. Medical Condition

Applicable to serious medical conditions that restrict the student's ability to attend classes and pursue a full-time course of study.

#### **Required Documentation:**

The student must provide formal documentation from a licensed physician (M.D. or D.O.) or licensed clinical psychologist. This documentation must be on the physician's or practitioner's letterhead.

### 3. Completion of Course of Study (Final Semester at CFK) (see Academic Advisor's Certification of Completion of Degree Requirements for Reduced Course Load Approval Form)

Applicable to students who are in their last semester at CFK and have filed an Application for Graduation.

- Students are required to enroll in at least one credit hour. This minimum includes summer semester graduates.
- Students may not enroll in ONLY web-based courses during their final semester.

#### **Required Documentation:**

Academic Advisor's Certification of Completion of Degree Requirements for Reduced Course Load Approval