



## A.7 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 deadline will be evaluated on a case by case basis.

Family Name:	First Name:	Middle Name:
Date of Birth (MM/DD/YY):		Citizenship:
Email Address:		Phone Number:
Current credit-hour enrollment:	Current Semester:	
Semester for which you are requesting a reduced course load:		
<p>Reason for requesting a reduced course load:</p> <p>_____ Unfamiliarity with US teaching methods (must be supported by Academic Advisor)</p> <p>_____ Difficulty with English language (must be supported by Academic Advisor)</p> <p>_____ Improper course placement (must be supported by Academic Advisor)</p> <p>_____ Medical condition (requires medical documentation)</p> <p>_____ Other (please explain below)</p>		

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ I have read and I understand the 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, he/she must get prior approval from an International Student Advisor. Submit a Reduced Course Load Request for the semester that you plan to be enrolled 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 US teaching methods
- Difficulty with English language (including reading requirements)
- Improper course level placement

#### **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.

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

#### **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)**

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

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

**Required Documentation:** A copy of the Application for Graduation.

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

1/10/2020 KM