

International Programs

**Reduced Course Load Recommendation Letter for Academic Reason**

To be used by UNO International Students

**Summary of the Regulation:** International students who are in the US in F-1 or J-1 status are **required by law** to pursue a full course of study every semester of the academic year. “Full-time student status” is defined as 12 credit hours for undergraduates and 9 credit hours for graduates. The **United States Citizenship and Immigration Services (USCIS)** limits the reasons for a student to engage in less than full-time enrollment to the ones listed on this form. Failure to comply with this law may result in the student's or scholar's SEVIS record being terminated.

**Steps for the Student:**

**Step 1:** Contact your **academic advisor, department chair, or professor** who may make a recommendation for a reduced course load if appropriate for your situation.

**Step 2:** Your **academic advisor, department chair, or professor** will email this signed form to an international student advisor at unointladvising@unomaha.edu to decide whether or not to approve your reduced course load.

**Step 3:** After your international student advisor signs the reduced course load form, you may withdraw from the approved class/es. Students with a reduced course load for initial academic difficulty may drop only one class below full-time.

**Name of Student:** \_\_\_\_\_ **NU ID Number:** \_\_\_\_\_

**Academic Term for Academic Reduced Course Load:** \_\_\_\_\_

The reason for this request is *(Please check appropriate box):*

- The student is having **initial academic difficulties** due to: *(once per academic level: academic level refers to undergraduate, graduate, and doctorate levels)*
- English difficulties,
  - Unfamiliarity with reading requirements,
  - Unfamiliarity with American teaching methods, or
  - Improper course level placement.

*(Note: Authorization for less than full-time for initial academic difficulties is **normally limited to the first or second semester of each academic level.** The student must resume a full course of study the next semester.)*

- The student needs less than a full course load to complete the program in the current academic term. (Student must graduate *this semester.*)
- The student has completed formal course work and is engaged in thesis, dissertation research, or the equivalent. Anticipated date of completion: \_\_\_\_\_. This reduced course load will be used for all future semesters until the anticipated date of completion.
- The graduate student has a teaching or research assistantship.

**I recommend less than full-time enrollment for this student during the semester requested.**

\_\_\_\_\_  
Name of Academic Advisor, Department Chair, or Professor and Title      UNO College      Phone Number

\_\_\_\_\_  
Signature of Academic Advisor, Department Chair, or Professor      Date

**FINAL APPROVAL: For International Studies and Programs use only**

- Approved  
 Not Approved

\_\_\_\_\_  
Signature of International Student Advisor      Date

