

International Studies and 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: Contact an **International Student Advisor** who will review the recommendation and 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

