

Reduced Course Load: F-1/J-1 Students

STUDENT INFORMATION (TO BE COMPLETED BY THE STUDENT)

Last Name: _____ First Name: _____
 IIT ID#: _____ SEVIS ID#: _____
 IIT Email: _____ Phone #: _____
 Degree Level: _____ Major: _____

REASON FOR REDUCED COURSE LOAD (TO BE COMPLETED BY THE ADVISOR – SELECT ONLY ONE REASON)

No appointment necessary with International Student Advisor for the following reasons:

- Completion of Program:** This option may be used only one time. The student is graduating during the current term and needs only _____ credits to complete the degree requirements. The last course **MUST** be on campus (not online or at another university). You will receive a new I-20/DS-2019 with a shortened program end date prior to graduation.
- Graduate Students Taking Qualifying/Comprehensive Exam:** This option may be used only one time. The student is taking the qualifying/comprehensive exam this semester/quarter and will be registered for 6 credits. The student must enroll full-time during all subsequent semesters of coursework, even if the exams need to be repeated.
- Graduate students working on a degree REQUIRED project:** The student is either completing all coursework this term and is also working on a REQUIRED project or has already completed all coursework and is only working on a REQUIRED project. The student must be enrolled in at least one special problems credit hour (594 or 597) each term until completion of the program.

Appointment REQUIRED with an International Student Advisor for approval of the following reasons:

- Academic Difficulties:** This option may be used only one time. The student must be enrolled in at least 6 credits. The following circumstance applies (please select only one):
 - Difficulties with English language or reading requirements in the first term of study in the US
 - Unfamiliarity with American teaching methods in the first term of study in the US
 - Improper course level placement (in this instance, students are allowed to drop a course *only* when the advisor had recommended that a student take a course for which he/she was not academically prepared.)
- Medical Condition:** Cannot accumulate more than 12 months of Reduced Course Load exemption for this reason per academic program. The student has shown a letter from a licensed US medical doctor/clinical psychologist that he/she should take a reduced course load/refrain from taking courses during the current term. Please attach the letter to this form.

STUDENT & ADVISOR ACKNOWLEDGEMENT (TO BE COMPLETED BY THE STUDENT & ADVISOR)

By signing below, I understand the following terms and conditions:

- Impending failure of a course, financial hardship, or intent to delay graduation are **NOT** acceptable reasons to take a reduced course load.
- Students working on a thesis/dissertation and enrolled in 591/691 or LAW 895 are considered to be enrolled full-time do not require this form.
- Full-time enrollment each term is: 12 credits (Undergraduate/Law); 9 credits (Graduate); 6 credits (Grad TA/RA)

This will apply for _____ (semester) _____ (year)

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Advisor Name (Printed): _____ Phone Extension: _____

International Center

3201 S State St, MTCC 106, Chicago, IL 60616
 312.567.3680 • icenter@iit.edu • ic.iit.edu