



International Enrollment & Services

## Reduced Course Load Form

This form is for F-1 students requesting part-time enrollment during fall and spring terms. Permission must be granted depending on the circumstances and as allowed by law. **Students must receive approval for a DSO prior to enrolling part-time.** Failure to obtain prior approval for part-time enrollment is a violation of F-1 status. Approval from the Academic Department or a medical provider is also required for all reduced course load requests.

### Student Information

First Name:

Last Name:

Undergraduate or Graduate:

E Number:

Semester for Reduced Course Load:

Registered Credit Hours (if approved):

Student Signature:

Date:

### To Be Completed by Academic Advisor, Graduate Coordinator, or Course Instructor (See Below)

Please check one of the following:

**Academic Difficulties:** Allowed only in the first semester in the U.S. **Requires Academic Advisor or Graduate Coordinator Signature.**

**Initial Adjustment Issues:** English language difficulties, reading requirements, or unfamiliarity with American teaching methods. This cannot be selected more than 21 days after the start of classes.

**Improper Course Level Placement:** Having difficulty with course(s) due to improper placement, which may include not having the prerequisites for a course, or insufficient background and experience to complete the course at this time. **Requires Course Instructor's Signature.**

**Final Semester at ETSU:** **Requires Academic Advisor or Graduate Coordinator Signature**

**Illness or Medical Excuse:** **Requires a letter from a medical doctor, doctor of osteopathy, or licensed clinical psychologist/therapist.** The letter must state the nature of the condition, reason and dates for the reduced course load, and how many hours can be taken for the semester. Approval is for one semester at a time.

**Academic Advisor / Graduate Coordinator / Instructor Name:**

**Academic Advisor / Graduate Coordinator / Instructor Signature:**

**Date:**