

REDUCED COURSE LOAD FORM

Academic Adviser Certification for International Students Enrolled Less Than Full-Time

Name of Student: _____
(Family/Last Name) (Given/First Name) (Signature)

Student Tech ID: _____ Fall Spring _____ Year (A new form required each Semester)

U.S. Immigration law requires international students to enroll in and complete a full-time course of study during each fall and spring semester. Full-time study is defined as twelve (12) credit hours. Students are required to meet with an international student advisor before dropping below the required number of credit hours in order to remain in status with the Department of Homeland Security.

The Department of Homeland Security (DHS) has approved circumstances for reduced course loads.

An advisor is often in the best position to supply information about academic difficulty and a recommendation for reduction in course load. Please check the box indicating which of the following situations explains why the student will not register full-time. One reduction in course load may be authorized for academic difficulty during the entire program of study. An international student cannot drop below 6 credits.

I recommend that this student be considered engaged in a full course of study because the student:

- is in the first academic year and is unfamiliar with American teaching methods (Academic Difficulty - not drop below ½ time).
- has been advised to drop a course because of improper course level placement (Academic Difficulty - not drop below ½ time).
- is graduating this term and is completing all of the degree requirements.
- is enrolled in a full academic program or full-time internship as specified by the academic unit.

As the academic advisor, I am aware of the circumstances described above and have reviewed the educational implications for this student.

Signature of Academic Advisor _____ Date _____

.....
This student:

- is enrolled concurrently at another college/university. Total credit hours taken at SCC and host institution must equal full-time enrollment. Student and advisor must submit "SCC Concurrent Enrollment Form."
- is authorized early official withdrawal from SCC - Student must depart U.S. within 15 days of withdrawal. (must present airline ticket or proof of departure plans)
- has a temporary illness or medical condition (must provide a letter from licensed medical doctor, doctor of osteopathy or licensed psychologist).

Signature of International Student Advisor _____ Date _____