



Office of International Education
Request for a Reduced Course Load

Complete Section A and have your Academic Adviser complete Section B, summarizing the reason for a reduced number of credits. Please bring the completed form to the Office of International Education BEFORE reducing your number of classes. Dropping below full-time student status without the prior permission of the International Student Adviser will violate your student visa status.

A. To be completed ENTIRELY by student

Last Name First Middle
Student Birthday (mm/dd/yyyy) SEVIS # N
Local Address City State ZIP
Phone () E-mail @vcu.edu
Type of Degree: BS/BA Master Doctorate Credits accumulated to date

B. To be completed ENTIRELY by Academic Adviser

Requests to register for less than full-time should occur rarely in an international student's career. By immigration law, the international student should be full-time during each fall and spring semester - 12 credits for undergraduates, nine credits for graduates. If the student's activity is equivalent to full-time, but actually requires less than full-time registration (e.g. writing master's thesis), the form is to be endorsed by your Academic Adviser and forwarded to the International Student Adviser.

Semester requested Fall 20 Spring 20 Intended number of credits for registration
Student is having difficulty with English language or reading requirements.*
Student is unfamiliar with American teaching methods.*
Student has been placed in the improper course level.*
Student needs less than a full course load to COMPLETE the degree program at the end of this semester.
Student has completed formal course work and is preparing for a comprehensive exam. Exam date:
Student has completed formal course work and is engaged in thesis or dissertation research.
Anticipated defense date : (mm/yyyy)
Student has medical reason for requesting less than full-time schedule (attach signed medical excuse).*

*If the student is withdrawing from a course, please list course name and number

I endorse and recommend a reduced course load for this student during the semester requested.

Print Name and Title
Address Telephone
Adviser Signature Date

C. To be completed by the International/Foreign Student Adviser

Approved by International Student Adviser Date



Office of International Education
Reduced Course Load due to English Difficulties

According to immigration law, international students must be full-time during each fall and spring semester – 12 credits for undergraduates, nine credits for graduates. Requests to register for less than full-time should occur rarely in an international student’s career.

The below student is requesting to drop your class, thus dropping to less than full-time enrollment because of difficulties with the English language and/or reading requirements. This excuse should only be used during the first semester of a student’s academic career. Before this student’s academic or immigration advisor can allow him/her to withdraw from the class, we need an assessment from you, the professor, indicating that you agree the trouble is a legitimate problem with English. This is not to be used simply because the student has not been doing work or showing up to class.

1. To be completed ENTIRELY by student

Family name First Middle
V Banner ID (Phone) E-mail @vcu.edu

2. To be completed ENTIRELY by professor

Class name Course number Number of credits Semester to drop

Please explain the English problems you have seen with this student’s work that indicate he/she is not prepared to take the class.

I feel the student HAS/ DOES NOT HAVE a legitimate problem with English and SHOULD/ SHOULD NOT drop the class because of language difficulties.

Print professor name and title

E-mail Telephone

Professor signature Date

Updated 2007