

## Request for Authorization of Reduced Course Load at UAH

F-1 international students are required by federal law to enroll and complete a full course of study each semester (12 hours for undergraduates and 9 hours for graduate students). Please complete this form and return it to Charger Central (118 University Center) to request a reduction in course load. **NOTE: This form must be completed and signed BEFORE a student registers for less than full time or withdraws from any class that will result in less than full time enrollment. Failure to do so will result in the student falling "out of status" Submission of this form does not guarantee approval of the student's request.**

### SECTION I (To be completed by the Student)

Name \_\_\_\_\_ Student ID# A \_\_\_\_\_  
(Last/Family) (First/Given) (Middle)

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Program: ""Bachelor's ""Master's ""PhD Major/Dept \_\_\_\_\_

### SECTION II (To be completed by the student's Academic Advisor or Department Chair)

Student will enroll in \_\_\_\_\_ hours at UAH this semester and plans to graduate \_\_\_\_\_ .

Reduced course load is requested for (semester and year) \_\_\_\_\_ based on the following:

- Medical Condition—attach a signed and dated letter from a licensed physician or clinical psychologist detailing the condition and recommendation. **NOTE: Reduction/Withdrawal due to medical condition must be re-authorized and documented every semester. A maximum of 12 months may be authorized for reduced course load based on medical condition.**
- Student has completed all coursework and is registered for Comprehensive Exam on \_\_\_\_\_ (date)
- Student is expected to **graduate** this semester—Attach copy of graduation application and current, updated Program of Study.
- Student is in first semester at UAH and is having difficulty with the English Language—Attach letter from Director of ESL program assessing the difficulty and the recommended action. **NOTE: Student must still be enrolled in a minimum of six hours and must resume full course of study for the next semester. Student will enroll in ESL classes this semester to overcome the deficiency. Only one reduction due to academic difficulty can be authorized during a program level.**
- Student is in first semester at UAH and is having academic difficulties due to American teaching methods, reading requirements or improper course level placement—Attach letter from the faculty member teaching the course or academic advisor detailing the situation. **NOTE: Student must still be enrolled in a minimum of six hours and must resume a full course of study the next semester. Only one reduction due to academic difficulty can be authorized during a program level.**

**This request for authorization for less than full time enrollment is for the semester indicated above and is for one semester only. Approval of this particular request in no way grants approval for part time enrollment during previous semesters or future semesters at UAH.**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Department Chair's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
International Student Advisor

\_\_\_\_\_  
Date

\*\*Please contact an International Student or Scholar Advisor at 256-824-6055 or visahelp@uah.edu for assistance.