Request for Reduced Course Load
due to completion of Program of Study
International Student (F-1)

Office of
INTERNATIONAL AFFAIRS
University of NORTH ALABAMA

Complete Parts 1, 2 & 3 of this form and submit it to your academic advisor. The advisor will complete Part 2 and sign. Submit the completed and signed form to oiaservices@una.edu with all three attachments in one email before the add/drop deadline of the semester.

Notes on Reduced Course Load

- Reduced Course Loads pertains only F-1 students. Areas of the campus of than the Office of International Affairs will not be familiar with this term.
- Final graduation requirements must be confirmed through the Office of the Registrar.
- Processing may take as long as five (5) business days during busy times. You are advised to complete this form as soon as you have pre-registered.
- Incomplete forms will delay processing.

Code of Federal Regulations
214.2(f)(6)(iii)(C)

(iii) Reduced course load. The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

(C) Completion of course of study. The DSO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for change of status or departure from the U.S.

Full Course of Study per semester			
ESL	Bachelor's	Master's Prerequisites	Master's
5 classes (term)	12 credit hours	12 credit hours	9 credit hours
10 class (semester)	(min. 9 face-to-face)	(min. 9 face-to-face)	(min.6 face-to-face)

Instructions:

This form should be typed. Parts 1, 2 & 3 should be completed by the student in advance to be respectful of the advisor's time. Give the advisor the <u>completed</u> form including the DegreeWorks evaluation (available within your UNA Portal). The advisor will review, sign, and return to you for submission to the Office of International Affairs.

Part 1: About the Student (to be done by the student)

Family Name: _____   **Given Name(s):** _____

Student ID Number: L_____   **SEVIS Number:** N_____

UNA E-mail: _____   **Phone Number:** _____

Part 2: About the Academic Advisor (to be done by the student)

Last Name: _____   **First Name:** _____

UNA email: _____   **Department:** _____

Part 3: Attachments (to be done by the student)

Please attach in one email with the form:
☐ Course Schedule for RCL semester (must show day and times of classes)
☐ Confirmation of application for graduation
☐ Copy of degree evaluation from DegreeWorks (available within your UNA Portal)

Part 4: Signature by Academic Advisor (to be done by the advisor)

The student named above is in the USA on an F-1 visa to be a student at the University of North Alabama. As a condition of entry into and presence in the US, the student is required to maintain a full course load of classes (see previous page). In certain documented circumstances, an international student may seek a Reduced Course Load, which is permission to enroll in fewer than the designated number of credit hours. This student listed in Part 1 above is preparing to finish his/her Program of Study in the current semester and requests authorization for a part-time registration due to completing degree requirements. International Affairs requests your review as the expert in the program requirements.

Certification

I, _____, have reviewed the information that the student has provided above. I

confirm that that the student's part-time registration includes all the courses the student has been advised to enroll in in order to meet

graduation requirements.

Signature: _____

Part 5: Submission

Student, please submit the completed and signed form with all three attachments to oiaservices@una.edu in one email before the add/drop deadline of the semester.