



International Student Services

Reduced Course Load Form

This form is used for an F-1 International Student having specified initial academic difficulties, an illness or medical condition, or needing fewer credits than a full course load in their final term to complete the program of study.

Federal regulations require F-1 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 receive approval from a Designated School Official (DSO) before dropping/withdrawing below** the number of credits required to maintain status.

Section 1: To be Completed by the Academic Advisor

Student Name: _____

Student ID: _____ This form covers the following semester: Fall 20____ Spring 20____

Check only one box below.

Medical Reason:

- Student has an illness or medical condition. Attached is documentation/letter for this semester only from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist that recommends registering for less than 12 credits, or no credits, based on the situation. Student must not exceed a total period of 12 months of medical exemption at the same program level (Associate, Bachelor's, Master's).
No academic advisor signature is required.

Academic Difficulty:

Authorization to drop below a full course load for academic difficulty can only be granted for the reasons below. Only an academic advisor can sign this form. Only one reduction in course load may be authorized for academic difficulty during the entire program of study (Associate, Bachelor's, Master's). Supporting letter from academic advisor must be submitted with this form. Academic advisor signature is required.

- Student has been advised to withdraw from a course due to improper course-level placement due to college error. Student must maintain a minimum of a six-credit course load. (Letter from academic advisor is required.)
- Student is in the first academic semester and is unfamiliar with American teaching methods. Student must maintain a minimum of a six-credit course load. (Letter from academic advisor is required.)
- Student is in the first academic semester and shows difficulty with the English language or reading requirements. Student must maintain a minimum of a six-credit course load. (Letter from academic advisor is required.)

To Complete Course of Study in Current Term:

- Student is in their final term and fewer than 12 credits are needed for degree completion. Student must be enrolled in at least one major/program required class during their final term. (DARS showing degree completion with in-progress courses used is required.) Academic advisor signature is required.

I am aware of the circumstances described above and have reviewed the educational implications with the student.

Academic Advisor Signature

Date

Academic Advisor Name (please print)

(Turn over, complete other side of form if applicable)

Updated 02/28/2022

Section 2: To be Completed by Student (only if student is withdrawing from courses)

Student Name: _____

Student ID: _____

The classes I am withdrawing from are:

Semester/Year:	Course ID:	Subject:	Course #:	Section #:	Credits:

I agree to withdraw from the following classes, and I authorize Century College to complete the withdrawal on my behalf.

Student Signature

Date

Submit this completed form to International Student Services at international@century.edu. Student may be contacted if there are any questions regarding this form.

Contact International Student Services with any questions.

International Student Services international@century.edu 651-779-3344

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.