

INTERNATIONAL STUDENT
Request for REDUCED COURSE LOAD

SECTION I (To be Completed By Student):

In signing this form you confirm your understanding of the terms & conditions listed below.
Section II is ONLY to be completed by Academic Coordinators & Advisors.

UML ID#: _____ Last Name: _____ First Name: _____

Research Assistantships & Teaching Assistantships ARE NOT ALLOWED on Reduced Course Load Status. Student must be enrolled for 9 credits in order to be eligible to receive any funding for an RA or TA.

Are you currently contracted for an RA or TA for the Upcoming semester? Yes No **ALL STUDENTS MUST ANSWER THIS QUESTION**

The deadline for applying for post completion employment benefits is based on a legitimate completion date, which may not always coincide with the school's degree conferral date(s) or semester end date. It is critical to list an accurate completion date below. **I confirm that I still have required coursework or required thesis/dissertation research for completion of my degree.** Yes___ No___

SECTION II (To be completed by Academic Coordinators and Advisors – not to be completed by student):

- **If you sign this *Reduced Course Load Form*, you verify that the student will complete all degree requirements by the completion date specified below.*** If it is unlikely that the student will not complete the degree requirements by the date listed below, DO NOT sign this form. (It may cause significant financial and immigration problems for the student next semester). **This form should not be approved, if the student has already completed all the degree requirements. (Students must still have required remaining coursework and/or research.)** The U.S. Citizenship & Immigration Services (USCIS) strictly prohibits international students from intentionally delaying their completion date.
- **Coursework Students (not doing a Thesis/Dissertation) are only permitted Reduced Course Load status in their final semester, and must register for a minimum of three credits.** Should the student need to register for a subsequent semester, he/she will be required to register for 9-12 credits and obtain new approval from ISSO before the beginning of the semester.
- **Thesis/Dissertation Students in final phase of research/ preparation for Defense, will be required to register for a minimum of one-credit thesis review.**

1) How many credits are required for Degree? _____ How many credits are remaining for completion of Degree? _____

2) The student will receive the following degree: Bachelor's _____ Master's _____ Doctorate _____ BS/MS Candidate _____ in the Department of _____, College of _____

3) The student is in the process of completing the following REQUIREMENTS for COMPLETION of Degree:

Required Coursework _____ Master's Project _____ Master's Thesis _____ PhD Dissertation _____

Making up an Incomplete that is Required for Degree Completion _____ Other _____ (explain) _____

4) The above-named student requires one final semester to complete his/her program. I authorize a reduced course load of _____ credits which will consist of the following: **(Please list course number & number of credits – CONT. MATRIC. IS "NOT" PERMITTED.)**

1. Course # _____ #of Credits _____ 2. Course # _____ #of Credits _____

3. Course # _____ #of Credits _____

5. ***List Student's Anticipated Completion Date:**

Month _____ Day _____ Year _____

Signature of Graduate Coordinator

Print Name

Date

Signature of Thesis/Project Advisor

Print Name

Date

Signature of Student

Print Name

Date

RETURN FORM to:

International Students & Scholars Office, 883 Broadway St. Dugan 205

FORM DUE: First Day of Semester