



Purpose:

Every international student holding an F-1 or J-1 visa is **required** to maintain a full-course of study for each quarter/semester at Northwestern University. Full time is defined as three units per quarter or eight units per semester (Law). The U.S. Citizenship and Immigration Services allow a reduced course load for the reasons listed below. Prior approval from the International Office (IO) is required before a student can drop below full time. Any student who drops below full time without **prior approval** from the IO will be considered out of status.

All students considering a Reduced Course Load must meet with an IO advisor to submit this document. Prior approval and completion of this form by an academic advisor or dean is required before this form can be submitted to the IO.

Student Information:

Family Name: First Name:

1st Quarter/Sem @NU Expected Prog. Completion Date: Student ID:

Degree Level Name of Department/Program:

Reason for Reduced Course Load

The following are the only acceptable reasons to be enrolled less than full time. Please indicate the appropriate reason for less than full time enrollment and be prepared to submit additional documentation as noted.

- Academic Difficulties** - Initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Student must resume a full course load at the next academic term. (only applicable during first quarter)
- Medical Conditions** - Must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Documentation must be specific and must accompany this form. The physician or psychologist must recommend either part time or no enrollment, and must indicate the term for which the reduced course load is applicable. A reduced course load for medical reasons may be recommended for more than one term, but cannot exceed 12-months. The student must reapply for a reduced course load each quarter/semester.
- Completion of Course of Study** - The student will be in his/her final term of study and does not require a full course load to complete his/her degree program.
- Concurrent Enrollment** - The student is taking courses at another approved institution. These courses will fulfill Northwestern University degree requirements, and concurrent enrollment between both schools equivocates to a full course of study. More than half of the units must be at Northwestern. The student has prior approval from their department and the Registrar's Office verifying the courses taken at another institution will be counted toward the degree program.

Academic Advisor's/Dean's
Name & Phone Number

Signature of Advisor/Dean and Date

IO USE ONLY

Date received: _____
Pick up on : _____
Advisor initials: _____