Reduced Course Load Request  
Completed by Academic Advisor

This form is used by F-1 and J-1 students who intend to enroll less than full-time to obtain Advisor Approval. An approval for reduced course load must consist of at least 6 credits (UG) or 1 credit (GR), except for medical conditions. The student must not drop/withdraw below a full course of study without prior approval from IPS. Any less than full course load without the approval of IPS will be considered an out of status situation. Students need to submit a new Reduced Course Load form each semester that he/she plans to be enrolled less than full-time. This form can be uploaded to the Reduced Course Load Request Form by the student.

Reason for Reduced Course Request

Check one of the following:

- [ ] Academic Difficulties
  - [ ] Improper course level placement*
  - [ ] Initial difficulty with reading requirements*
  - [ ] Initial difficulty with the English language*
  - [ ] Unfamiliarity with American teaching methods*

- [ ] Illness or Medical condition (medical documentation required; academic advisor approval not required)

- [ ] Concurrent enrollment

- [ ] To complete course of study in current term*Please note that we will change your program end date to the current semester. If you are not able to complete your degree as estimated, you will be deemed as out of status.

- [ ] J-1 non-degree student with documented Prescribed Course of Study (22 CFR § 62.2)  
  *Academic Advisor Approval required

I ________________________ verify that ________________________ will complete all academic and research requirements necessary for graduation by the end of this semester.

Academic Advisor Name (Please Print)  Student Name (Please Print)

Academic Advisor Signature_________________________ Email ___________________________ Date ________________

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