

Directions: Please read the Reduced Course Load Request guidelines carefully prior to completing the request.

Deadline: Requests must be received by the third week of the semester AND prior to dropping or withdrawing from a full course load. Submissions received after deadline will be evaluated on a case by case basis.

STUDENT INFO

UCF ID _____

Family Name _____ First Name _____

Date of Birth (MM/DD/YYYY) _____ Country of Citizenship _____

Knights E-mail Address _____ Telephone Number _____

EDUCATION INFORMATIONEducation Level: Bachelor Master Specialist Doctoral

Major: _____ College: _____

Semester for which you are requesting a Reduced Course Load: _____ Year: _____

Credit hour enrollment this semester at UCF: _____

Credit hour enrollment this semester at transient school: _____

Total enrollment at all schools this semester: _____

Transient School Name and Phone Number: _____

Reason: (check one)

- Unfamiliarity with US teaching methods (must be supported by Academic Advisor)
- Difficulty with English language (must be supported by Academic Advisor)
- Improper course placement (must be supported by Academic Advisor)
- Medical condition (requires medical documentation)
- Completion of course of study (Final Semester) must be supported by Academic Advisor
Per university policies, students must meet the standard full-time enrollment criteria to be eligible for a graduate fellowship or assistantship. Approval of a reduced course load request does not change this requirement. Students not receiving a qualifying award are responsible for their full tuition and fees at the *Non-Florida Resident* rate.
- Concurrent enrollment (requires enrollment receipt/record from other institutions)

STUDENT SIGNATURE I have read and I understand the Reduce Course Load Request guidelines.

Student _____ Date: _____

ACADEMIC OR THESIS/DISSERTATION ADVISER SIGNATURE As the academic or thesis/dissertation adviser, I have discussed the above circumstances with the student, reviewed the educational implication and recommend that the student's exception from the full course of study be approved.

Academic or Thesis/Dissertation Advisor's Signature: _____ Date: _____ Phone: _____

Print Name and Title: _____ Dept: _____

UCF - Center for Multicultural Multicultural Studies

Reduce Course Load Request for F-1 Students

REDUCED COURSE LOAD ELIGIBILITY GUIDELINES

- » International students on F-1 visas are required to take a full course load during Fall and Spring semesters. Summer enrollment is required if it is the student's first or last semester. In the event the student does not intend to take a full course load, he/she must get prior approval from an International Student Adviser.
- » A student who drops below a full course of study without prior approval from an International Student Adviser will be considered out of status.
- » Only an International Student Advisor at the International Services Center is authorized to approve less than full course load for students on F-1 visa status under the guidelines of exceptions allowed by federal regulations.
- » Only one exception per academic level will be approved (except medical condition and concurrent enrollment).
- » F-1 students are advised to read the following description and required documentation needed for each exception. The International Services Center will not consider any incomplete form or documentation.
- » You must submit a new Reduced Course Load Request for each semester that you plan to be enrolled less than full time.

THE REDUCED COURSE LOAD APPLICATION WILL BE CONSIDERED FOR THE FOLLOWING EXCEPTIONS:

1. Academic Difficulties

- » Unfamiliarity with US teaching methods
- » Difficulty with English language (including reading requirements)
- » Improper course level placement

Required Documentation:

For all of the above exceptions, the student needs to provide a letter from the academic advisor and/or instructor confirming that the student is eligible for one of the above exceptions based on the evaluation of the student's academic performance or records.

Undergraduate students granted a reduced course load for academic difficulties are still required to enroll a minimum of 6 credit hours. Graduate students are required to enroll a minimum of 4.5 credit hours.

2. Medical Condition

- » Applicable to serious medical conditions, which restricts the student's ability to attend classes and pursue a full-time course of study.
- » During final semester, students are not allowed to only enroll in web-based courses. At least one credit hour must be face-to-face.

Required Documentation:

The student must provide formal documentation from a licensed physician (M.D. or D.O.) or licensed clinical psychologist. This documentation must be on the physician's or practitioner's letterhead and submitted each semester.

A Reduced Course Load due to medical condition may not exceed a maximum aggregate time of 12 months per academic level. Students may be granted a reduced or no load.

3. Completion of Course of Study (Final Semester at UCF)

- » Applicable to students who are in their last semester at UCF and have filed an Intent to Graduate.
- » Students enrolled in thesis or dissertation must enroll in at least one credit hour.
- » Students may not enroll in ONLY web-based courses during final semester.

Required Documentation:

Students must have filed an Online Intent to Graduate Form on myUCF prior to requesting a Reduced Course Load.

4. Concurrent Enrollment (Transient Student)

- » UCF F-1 students may be eligible to meet their full time enrollment requirement by simultaneously registering at UCF and another institution.
- » Prior approval from an International Student Advisor is required.
- » Students must be registered at UCF for at least half the required credit hours.

Required Documentation:

- A copy of current enrollment form from Polaris at MyUCF (<https://my.ucf.edu>).
- A copy of registration at the transient school, which must include the student name, name of the school, specific semester, course name, course number and credits.
- At the end of the semester, the student is required to submit grades obtained for the semester.
- Letter from your academic advisor at UCF stating that the courses that you will take at the other institution are not available at UCF for the particular semester that you are seeking concurrent enrollment.