International Student & Scholar Services

**REDUCED COURSE LOAD FORM**

This form must be submitted to ISSS (International Students & Scholars Services) before the end of the add/drop period of the semester to which it applies or prior to dropping any class throughout the semester that would place you below the normal full-time enrollment requirements (12 credits for undergraduates and 9 credits for graduates). Submitting this form does **not** guarantee approval for a reduced course load. Please wait for approval confirmation from your International Student Advisor before dropping any class. Additional documentation may be required depending upon the reason.

**Section A: To Be Completed by Student**

Name: ____________________________________________________________

(First/Given Name) (Last/Family Name)

SEVIS ID: __________________________ NKU ID: __________________________ Email: __________________________

Phone: __________________________ Education Level: □ Bachelor’s □ Master’s □ Doctorate

Immigration Type: □ F-1 □ J-1

Semester/Year Requested: ________________ Proposed Number of Credits: _______

**Section B: To Be Completed by Advisor**

Please use this form to verify your student’s request for a reduced course load. Please indicate which course(s) the student is authorized to drop/withdraw from, if applicable. If none of the reasons below applies, do not sign this form. Call ISSS at 572-6517 with questions.

**Applicable to All Students (Choose One)**

- Initial difficulty with the English language or reading requirements (available only first term)
- Initial unfamiliarity with American teaching methods (available only first term)
- Improper course level placement (available only once per program)
- In final semester of degree program and enrolled for number of credits necessary to graduate.
  (available only once per program)

  **Please indicate course(s) required:**

  Course(s) that student is authorized to drop/withdraw: __________________________________________

**Applicable to Graduate Students**

- Student has completed/is completing formal coursework and is working full-time on thesis or dissertation.

Academic Advisor, Name: __________________________ Signature: __________________________ Date: ________________

**For Graduate Students Only**

Your signature below will certify that the student’s proposed reduced course load will fulfill Northern Kentucky University Graduate Programs requirements for maintaining full-time enrollment status.

Dean, Program Director, Name: __________________________ Signature: __________________________ Date: ________________

**ISSS USE ONLY:** □ Approved □ Denied  If Denied, reason: __________________________________________

Date: ________________ Processed by: __________ Course(s) authorized to drop: ________________________