

**OFFICE OF INTERNATIONAL STUDENT SERVICES**

Marshall University Welcome Center, First Floor, 1601 5<sup>th</sup> Avenue, Huntington, WV 25755  
T 304.696.6265 | F 304.696.6353 | [www.marshall.edu/iss](http://www.marshall.edu/iss) | [iss@marshall.edu](mailto:iss@marshall.edu)

## REQUEST FOR A REDUCED COURSE LOAD

Processing time for requests is **3-5 business days**. Please plan accordingly. Be sure to fill this form completely. You will receive email notification once your I-20 or DS-2019 is ready for pick up in the Office of International Student Services at the Marshall University Welcome Center, First Floor.

*United States Citizenship and Immigration Services (USCIS) requires ALL F-1 and J-1 students be enrolled full-time during the academic year (fall and spring semesters), with exception to the annual vacation term (summer term). Full-time is defined as 12 semester hours for undergraduate students and 9 semester hours for graduate students. A student may only drop below a full course load after approval by the Office of International Student Services. With exception to medical conditions or illness, students are only permitted one Reduced Course Load per degree program. Additionally, difficulties with English language, reading requirements or American teaching methods may only be approved during the first semester.*

**TO BE COMPLETED BY STUDENT:**

NAME: \_\_\_\_\_

MUID: \_\_\_\_\_ SEVIS #: N \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE (U.S.): \_\_\_\_\_

U.S. ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

I am requesting a reduced course load for: ☐ Fall 20\_\_\_\_ ☐ Spring 20\_\_\_\_ ☐ Summer 20\_\_\_\_

Please choose the reason for your request:

- ☐ Illness or medical condition (a letter from an appropriate medical professional is required; up to 1 year)
- ☐ Initial difficulty with English language (may drop up to 3 semester hours; limited to first semester)
- ☐ Initial difficulty with reading requirements (may drop up to 3 semester hours; limited to first semester)
- ☐ Unfamiliarity with American teaching methods (may drop up to 3 semester hours; limited to first semester)
- ☐ Improper course placement (may drop up to 3 semester hours)
- ☐ Other: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY ACADEMIC ADVISOR:**

*Please verify the academic reason for this student's request is correct and accurate, to the best of your knowledge. If you have questions about this request, please email the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu).*

Advisor Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_