



TEXAS A&M INTERNATIONAL UNIVERSITY

Reduced Course Load Request

Immigration regulations permit exceptions to the full-time registration requirement in very limited circumstances and only with prior approval from International Engagement. Students will be considered for a reduced enrollment based on the reasons listed below.

To be considered for an exception, submit this completed form to International Engagement prior to dropping any courses below full-time. Full-time enrollment is defined as:

- Undergraduate – 12 semester credit hours
- Graduate – 6 semester credit hours (or as defined by department)

Student Information			
TAMIU ID	Last Name	First Name	Email Address
Education Level: Bachelors Master's PhD ILI			Expected Program Completion date:
Semester for reduced course load: Fall Spring Summer 20: _____			
Final Semester			
"I certify that the above mentioned student is on a degree list and will complete all degree requirements to graduate at the end of the _____ (semester and year)."			
Comments:			
Advisor Name (print):		Advisor Signature and date:	
Email:		Phone Number:	
Academic Difficulty			
To the academic advisor: Check one of the boxes below that best describes the reason for the reduced enrollment and sign below.			
<input type="checkbox"/> Improper course placement <input type="checkbox"/> Initial difficulties with English language/reading requirements <input type="checkbox"/> Unfamiliarity with American teaching methods			
Comments :			
Advisor Name (print):		Advisor Signature and date:	
Email:		Phone Number:	
Student Signature			
"I understand that if I am approved for a reduced course load during my final semester and don't complete my program of study, I will be required to enroll full-time every semester after until I complete my program of study."			
Signature:		Date:	





Understanding Your Options

Final Semester

International students are allowed to drop below the full-time requirement during their final semester of study. The final course cannot be satisfied with online coursework alone. You must be on the graduation list for the specified semester in order to qualify for this option. Upon completion of the specified semester, F visa students have a 60- day grace period to depart the US, transfer to another institution, or apply for Optional Practical Training (OPT). If you are approved for a reduced course load during your final semester and don't complete your program of study, you will be required to enroll full-time every semester after until you complete your program of study. You may only be approved for a reduced course load **only one semester**.

Academic Difficulty

Students may drop below the full-time requirement due to improper course placement, initial English language difficulties, and initial difficulty with reading requirements, or unfamiliarity with American teaching methods. An academic advisor or professor teaching the class that will be dropped must recommend the reduced enrollment.

Reduced enrollment for academic reasons may be approved for only one semester during the students degree program. Students should consider this carefully before requesting an approved reduced enrollment for academic reasons since it can only be used once. International Engagement may require you to enroll in an English language course in order to assist you with improving your language skills.

To the Academic Advisor

International students in F-1 immigration status must enroll full-time every semester or have approval for a reduced course load from International Engagement as described above. Students requesting approval for a reduced course load must have recommendation and a reduced course can only be recommended for reasons stated on this form.

If you have any questions regarding making a recommendation or would like to discuss a case with an International Advisor, please contact International Engagement at 956.326.2282.

