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International Education and Development
Dept. of Int'l Student & Scholar Services
Division of Academic Affairs

Use this form to request reduced enrollment for the following reasons:

- A. Initial difficulties with the English language or reading
- B. Unfamiliarity with the U.S. teaching system
- C. Improper course level placement
- D. Medical problems
- E. Continued Research for Graduate degree or Ph.D. degree
- F. To finish study in the last term

Note that reduced enrollment must consist of at least 6 credit hours in a fall or spring semester, and at least half of the normal full-time load for students whose first term at FAMU is the summer. Students must resume a full course of study in the first semester after the period of reduced enrollment.

Please attach any required supporting documentation.

Remember to make this request at the beginning of the semester or before dropping or withdrawing from a class.

Name: _____ Student ID#: _____

Local Address: _____

Telephone: _____

Email: _____

Academic Department: _____ Degree Level: _____

Intended # of credit hours for this term: _____ Completion date on current I-20: _____

Term of proposed reduced enrollment: _____ Year: _____

Immigration regulations now state that “If the student is not required to take any additional course to satisfy the requirements for completion, but continues to be enrolled for administrative purpose, the student is considered to have completed the course of study and must take action to maintain status”. A missed application deadline for graduation or a late defense that occurs before the beginning of the next semester would not defer completion for immigration purposes. A student must have legitimate correction, revisions, or other work to complete during the final semester of enrollment.

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISER

A and B- Initial difficulties with English language or reading or unfamiliarity with the U.S. teaching system (Maximum one semester authorization):

On the back of this form, or on a separate sheet of paper, please explain why you are requesting reduced enrollment. Please let us know why you think you need to take fewer credit hours than normally required. If you have lived in the U.S. before, tell us when, how long, and for what reason.

C. Improper course level placement (Maximum one semester authorization):

On the back of this form or on a separate sheet of paper, please explain why you believe you are academically unprepared for the course/s in which you are enrolled. Be as specific as possible in explaining what prerequisite you might have been missing or why you believe this is an appropriate reason for you to reduce your enrollment.

D. Medical (Maximum 12-month authorization):

Please attach information from a licensed U.S. doctor: a physician, osteopath or psychiatrist explaining the medical reason that you must reduce your enrollment or enroll in no classes. The letter should include dates and an explanation of how long you must be out of school or enrolled in less than a full course of study

E. Continued research for Graduate degree or Ph.D. degree (Maximum 2 semesters for grad. & 3 semesters for Ph.D.):

Please attach letter from major professor or academic advisor indicating which semester student is expected to complete research and requirements.

F. Student is GRADUATING this semester. Check One:

Student has completed all other requirements except for one or two courses

Student is administratively enrolled or is enrolled for 1 semester credit to be certified for graduation. Student must depart U.S. no later than 60 days from the start of the term or have applied for other immigration benefits (OPT, change of status) before the start of the term or if a graduate student prior to the date on the certificate of completion.

Approved Denied Date: _____

Name: _____ Signature: _____