REQUEST FOR APPROVAL OF AN ACADEMIC REDUCED COURSE LOAD

NOTE: ACADEMIC REDUCED COURSE LOADS MAY ONLY BE USED ONE TIME PER DEGREE LEVEL. TO BE ELIGIBLE, STUDENTS MUST ENROLL IN AT LEAST 6 CREDITS AND CANNOT TAKE ONLY DISTANCE EDUCATION COURSES.

Student’s Name: ____________________________________________

UB Person Number: _____________________________________________

Major: ______________________________________________________

Degree Program Level: _________________________________________

TO ACADEMIC ADVISOR:
The above-named student has requested a Reduced Course Load for the ____________ (FALL / SPRING) semester, ____________ (YEAR). U.S. immigration regulations allow F-1 international students to reduce their course load below full-time (ie. fewer than 12 credits, but at least 6) for one academic term per degree program for the following reasons. Please check all that apply. Note: You must check at least one option below):

_______ Initial difficulty with the English language
_______ Initial difficulty with reading requirements
_______ Unfamiliarity with U.S. teaching methods
_______ Improper course level placement

Note: Any student authorized for a Reduced Course Load must enroll in at least 6 credits and must enroll in a full course load during the following semester.

To ensure that a Reduced Course Load does not impact the student’s academic progress in unexpected, unwanted ways, we ask you to discuss the academic implications with the student.

I certify that I discussed the academic implications of a Reduced Course Load with this student.

_________________________________________     ________________________________
Advisor’s Name                                             Phone Number

_________________________________________     ________________________________
Signature                                               Date Signed
TO STUDENT: Carefully read each reminder below and initial each line to confirm that you understand each requirement. **Your signature is also required on page two of this form.**

___ I understand that F-1 immigration regulations allow me to reduce my course load below full-time for academic reasons for **only one semester per degree level** (i.e. Bachelor’s, Master’s, Doctorate).

___ I understand that I must be registered for **at least 6 credits** this semester and must enroll in a full course load next semester.

___ I understand that this Reduced Course Load form is not an add/drop form. ISSS cannot drop or resign my courses. **I UNDERSTAND THAT I AM RESPONSIBLE FOR DROPPING/RESIGNING MY COURSES.**

___ I am aware of the University deadlines for dropping and resigning courses. The deadline to **drop** courses is usually the 7th day of classes (including Saturday). **Dropping a course** means that the course is removed from your course schedule and transcript, and you will not receive a grade for the course. The deadline to resign a class is usually the Friday of the 11th week of classes. **Resigning** means that you are no longer taking the course, but the course will remain listed on your course schedule and your transcript. You will receive an “R” grade for the course and will be responsible for paying a tuition penalty (50-100% of tuition) for the resigned course. A resigned course does not count towards your full-time enrollment requirement. You can find specific drop/resign dates in the Student Calendars on the Office of the Registrar’s website: [http://calendar.registrar.buffalo.edu/calendar/?ai1ec=action~month|exact_date~1454302800|request_format~html](http://calendar.registrar.buffalo.edu/calendar/?ai1ec=action~month|exact_date~1454302800|request_format~html). Information on UB’s financial liability deadlines can be found at [www.studentaccounts.buffalo.edu/deadlines/index.php](http://www.studentaccounts.buffalo.edu/deadlines/index.php).

___ You may resign/drop your course once your academic advisor has signed this form AND it has been submitted to ISSS.

___ **Once a completed Reduced Course Load is submitted to ISSS, and entered into SEVIS, it cannot be canceled.** Before submitting this form, be certain that you will actually resign or drop the course.

___ I have discussed my request for a Reduced Course Load with my academic advisor and understand the academic implications of being enrolled less than full-time.

I confirm that I understand and agree to all of the terms above.

__________________________________  ______________________
Student’s Signature                      Date Signed

**To submit the completed form to ISSS, follow the directions below:**

1. Login to the myISSS Student Portal: [http://ubisss.buffalo.edu](http://ubisss.buffalo.edu). Click on the blue “LOGIN” button on the left side of the screen, and enter your UBIT Name and Password. **Note:** Do NOT click on “Administrative Services for University Departments”.

2. Click on “F-1 Student Services” and then “Request for an Academic Reduced Course Load”. You must complete the entire E-form and upload a copy of this form (pages 1 and 2). Be sure that both you and your academic advisor have signed the form before you submit it. **Note:** Only documents saved as a PDF or JPEG are acceptable.