



Reduced Course Load Request

Every international student holding an F-1 visa is **required** to maintain a full-course of study for each semester at Southeastern. U.S. Citizenship and Immigration Services allows a reduced course load for the reasons listed below. Prior approval from the SEBTS International Student Office is mandatory before a student can drop below full time. ***Any student who drops below full time without prior approval from the International Student Office is out of status. All students considering a Reduced Course Load must meet with a DSO for prior approval.***

Student Information:

Today's Date: _____ SID#: _____

Full Name: _____
Last (Surname) Name First (Given) Name Middle Name (if applicable)

First Semester at SEBTS: _____ Expected Program Completion Date: _____

Degree Level: _____ Name of Department/ Program: _____

Reason for Reduced Course Load:

The following are the only acceptable reasons to be enrolled less than full time. Please indicate the appropriate reason for less than full time enrollment and be prepared to submit additional documentation as noted.

- ☐ Academic Difficulties – Initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. The student must resume full course load at the next academic term. (Only applicable during the first semester).
- ☐ Medical Conditions- Must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Documentation must be specified and must accompany this form. The physician or psychologist must recommend either part time or no enrollment, and must indicate the term for which the reduced course load is applicable. A reduced course load for medical reasons may be recommended for more than one term, but cannot exceed 12-months. The student must reapply for a reduced course load each semester.
- ☐ Completion of Course of Study- The student will be in his/her final term of study and does not require a full course load to complete his/her program.
- ☐ Concurrent Enrollment- The student is taking courses at another approved institution. These courses will fulfill Southeastern's degree requirements, and concurrent enrollment between both schools equivocates to a full course of study. More than half of the units must be at Southeastern. The student has prior approval from their department and the Registrar's Office verifying the courses taken at another institution will be counted toward the degree program.

Signature of DSO

Date