

DROP BELOW FULL TIME FORM

As part of maintaining a valid immigration status, F-1/J-1 students must attend school full-time. To be considered full time, an F-1/J-1 undergraduate student must be enrolled for at least 12 hours per semester, and graduate students must be enrolled for at least 9 hours per semester. A student may be exempt from being full time in three circumstances: 1) during the summer, if summer is not the student's first semester at ASU, and 2) if the student has been authorized to *drop below a full course of study*, or 3) be *certified as pursuing a full course of study*.

Acceptable Conditions for Dropping Below a Full Course of Study:

Academic Difficulties

A reduced course load can be approved on the basis of academic difficulty basis only once per program level. Additionally, a reduced course load due to academic difficulty "must consist of at least 6 semester hours."

1. **Student is having "Initial Difficulty with the English Language."** Initial difficulty is defined as within the first semester of study. To receive authorization for a reduced course load, the student must include a letter from the Director of the Intensive English Program assessing the English language difficulty and recommended actions.

2. Student is **unfamiliar with American teaching methods or is having initial difficulties with reading requirements.** To receive authorization for a reduced course load, the student must submit a letter from the faculty member teaching the course or the student's academic advisor explaining the difficulty.

3. Student is being advised by his/her Academic Advisor to drop a course because of **improper course level placement.** To receive authorization for a reduced course load, the student must submit a letter from his advisor explaining the situation.

Medical Condition

4. Student is compelled by **illness or other medical condition** to interrupt or reduce a course of study. To receive authorization for a reduced course load, the student must provide the Office of International Education with a signed and dated statement from a licensed physician. Student must resume a full-course-of-study *within one year* from the date of written authorization by OIE in order to maintain status. The student is still required to carry insurance during this time. This reason can be used a maximum of 2 semesters.

Other Conditions

5. For Undergraduates: Student is graduating this semester and has completed all other requirements except for one or two courses. To receive authorization for a reduced course load, the student must submit a letter from his academic advisor attesting that the student has completed all degree requirements except for one or two courses. This reason can be used a maximum of 1 semester.

NOTE: If the student fails to graduate, he/she must be enrolled full time in all subsequent semesters or be certified by OIE as full time. As such, a student must utilize care in ensuring he/she will complete the remaining required courses during the semester in which he/she is authorized to drop below full time.

All the above conditions must be reported in SEVIS. As such, students who believe they meet one of conditions previously outlined must receive authorization from OIE before dropping below full time. Each form is only valid for one semester, after which time students must return to full time enrollment the following semester or submit a new form authorizing them to be less than full time. This form should NOT be submitted during the summer term unless it is your first or last term, since most students are considered to be on vacation term during the summer and are not required to be enrolled or full time.

NOTE: Submission of the Drop Below form in and of itself does not constitute approval. It is only valid *if* you qualify for one of the conditions outlined in the instructions for the forms, and are approved by ☐☐☐staff.



DROP BELOW FULL TIME GOLD FORM

Albany State University, Office of International Education

APPLICATION DEADLINE: If enrolling for less than full time this document must be submitted by the 8th class day of the term in which you are requesting. If dropping a course *during* the semester this form must be completed PRIOR to dropping any hours.

Students who fail to obtain proper authorization from Office of International Education before dropping below full time will be out of status.

Last Name (print):

First Name (print):

ASU Student ID

SSN: SEVIS ID:

Visa Status: ____ F-1 ____ J-1

Department: _____

Email address: _____

Level of study: ____ Associates ____ Bachelors ____ Masters ____ ESL

(Grad students only) I am pursuing: ____ Thesis/Dissertation Option ____ Non-Thesis/Dissertation Option

Program start date (current degree):

Expected date of completion: _

I am requesting to drop below full time for ____ FALL ____ SPRING ____ SUMMER* Semester,
(year) _____

During the term requested, I will carry _____ credit hours.

Advisor's Email: _____

Please select the reason you are requesting to drop below full time. Attach any required documentation to this form and submit it to OIE.

____ **Student is having "initial (within first semester of study) English language difficulties."** The student must include a letter from IEP assessing the English language difficulty and recommended actions.

____ **Student is unfamiliar with American teaching methods or is having initial difficulties with reading requirements.** Attach a letter from the faculty member teaching the course or your Advisor explaining the difficulty.

____ Student is being advised by his/her Academic Advisor to drop Course Number because of **improper course level placement**. Attach a letter from advisor explaining situation.

____ Student is compelled by **illness or other medical condition** to interrupt or reduce a course of study. The student must provide OIP with a signed and dated statement from his/her physician.

____ **UNDERGRADUATES ONLY: Student is graduating** this semester and has completed all other requirements except for one or two courses. The student must submit a copy of his/her plan of study signed by their advisor/dept. chair and a list of required courses and corresponding credit hours.



I hereby request that the above named student be authorized to drop below full time enrollment. I have read the instructions and understand the conditions by which I am requesting this reduced course load. If required, I have attached a letter with additional explanation.

Department Chair's Signature	Printed Name	Date
Academic Advisor's	Signature Printed Name	Date
Student's Signature	Printed Name	Date

RETURN FORM TO:

EMAIL: internationaleducation@asurams.edu

**DROP OFF OR MAIL: Billy C. Black Building Rm 391 (East Campus)
504 College Drive, Albany, GA 31705**