

Request to Drop Below Full-Time Enrollment

Complete and return this form to a designated school official in the Office of International Engagement at McCastlain 109. This form must be completed and approved prior to dropping below full-time status.

An international student may request to drop below full-time enrollment (less than 12 credit hours for undergraduates, less than 9 credit hours for graduates), but must remain registered for at least part-time enrollment in order to meet the requirements of their student visa. He or she may request to drop below full-time for the following reasons:

- **Initial** academic difficulty – having problems with English language or reading requirements in the first semester of study.
- **Initial** academic difficulty – unfamiliar with American teaching methods in the first semester of study.
- Completing program of study – completing the last semester of studies and needs less than a full course load to complete the academic program.
- Improper course level – placed in the improper course level or course requires prerequisites that have not been met.
- Medical reason – documented medical reason for needing to drop below a full-time course load (doctor’s/counselor’s documentation must be attached). Requests based on a medical reason must be submitted at the time the student becomes unable to continue with the required course load.

To Be Completed by Student:

Name: _____ Phone #: _____
 UCA ID _____ E-mail _____
 Have you previously been authorized to drop below full-time enrollment? ___ yes ___ no
 Semester Requested: ___ Fall ___ Spring Year: _____

To Be Completed by Academic Advisor:

Please note: In order to maintain legal visa status, international students must be full-time during each fall and spring semester. However, there are some exceptions to this rule (see above). Permission to register for less than full-time must be for one of the reasons listed above. If the student does not meet one of the above reasons, they may not drop below full-time and maintain their immigration status.

I have reviewed this student’s request to drop below full-time status. Based on my knowledge of this student, I recommend less than full-time registration for him/her during the semester requested, for the following reason:

- _____ **Initial academic difficulty** – the student is in their first semester of study and is having difficulty with English language or reading requirements or student is unfamiliar with American teaching methods.
- _____ **Improper course level** – the student has been placed in the wrong course due to advising or other error.
- _____ **Completing program** – the student is completing the last semester of studies and needs less than a full course load to complete his/her program
- _____ **Medical reason** – the student has a documented medical reason for needing to drop below a full-time course load
- _____ **Do not recommend dropping below full-time.**

Class or classes to be dropped:

Signature of Adviser _____ Name of Adviser _____ Date signed _____