



Student Name: _____ **Date:** _____

The U.S. Department of Homeland Security (DHS) requires international students to maintain a full load. Failure to comply may result in the loss of student status. The Immigration Service specifically states some exceptions to the full-time requirement (see I, II, III below). It is, however, necessary to inform the Office of International Students and Scholars before registering for less than a full course of study, or prior to withdrawing from a course causing the student to fall below the minimum hours. Please also note that students paying less than full-time tuition are not covered by the health insurance plan. It may, however, be possible to purchase such coverage during the first ten class days. Check I-20ID or DS-2019 expiration date in case an extension will be needed.

Please note: A student cannot drop below full-time enrollment for more than one semester during their academic program. Also, a student who does not get prior approval for part-time enrollment from the Office of International Students and Scholars will be considered out-of-status.

I am requesting to drop below a full-time course load for the following reason (check the box that applies and see the corresponding section for additional required information):

- I. Medical Reasons
- II. Valid Academic Reasons
- III. Additional Coursework is not needed for the degree

I. **Medical Reasons:** Please submit a copy of the withdrawal request for medical reasons, endorsed by the EIU Health Service, or submit a written statement from an EIU physician recommending a lesser load or withdrawal. The letter should also include the approximate dates of the medical leave. A second opinion from a specialist will be necessary for an extended leave (beyond one semester).

II. **Valid academic reasons:** (one semester limit during program of study.) This determination is subject to review and approval by the Department of Homeland Security. If you are applying for a reduced load under this exception, please ask the instructor of the course to complete the section below and return the information to the Office of International Programs.

To be completed by the advisor:

I am recommending that Ms./Mr. _____ be allowed to withdraw from _____ for the following reason(s):

- _____ English language difficulties
- _____ Unfamiliarity with American teaching methods or reading requirements
- _____ Improper course level placement

I am also recommending that the student seek special assistance in the area of the deficiency:

- _____ Writing Center
- _____ Reading Center
- _____ Speech & Hearing Clinic
- _____ Other _____

III. **Additional Coursework is not needed for the degree:** You must complete the remaining requirements as expeditiously as possible.

To be completed by the advisor:

_____ The student will carry _____ hours in the _____ semester, 2_____. Additional courses are not needed.

_____ Please list any other remaining degree requirements: _____

_____ Expected graduation date: Month _____, 2_____.

Additional Remarks: _____

Signature of the Advisor:

Print Name: _____ Department: _____

Signature: _____ Date: _____

Please return this form to the Office of International Programs, Blair Hall