



Below Credit Authorization Form

Student Name: _____

RU ID Number: _____ e-mail: _____

According to the U.S. Citizenship and Immigration Service (USCIS) regulations, a “full course of study” is defined as a minimum of 12 credits per semester for undergraduate students and a minimum of 9 credits per semester for graduate study.

A student may reduce the course load ONLY in very limited circumstances. Reduced course load can only be granted for one of the following reasons. Any other reason, including economic difficulties, is not valid for reduced course load authorization according to USCIS regulations. The reason must be verified by the student’s academic advisor. A student who drops below a full course of study without the prior written approval of the Office of International Programs will be considered out of status.

The above named student will be taking _____ credits during the _____ semester for the following reason:

- Illness or other medical condition (documentation required)
- Initial difficulty with English language (only in first semester)
- Initial difficulty with reading requirements (only in first semester)
- Improper course level placement (one semester only per education level)
- The student is authorized for Curricular Practical Training (practicum)
- The student is completing his/her program of study and requires fewer than 9 (graduate) or 12 (undergraduate) credit hours in the final semester
- The student is enrolled concurrently at Roosevelt University and another USCIS approved school

This form must be submitted to the Office of International Programs, AUD 124 at the beginning of the semester for which a reduced course load is required.

Academic Advisor (Signature)

Date

Student (Signature)

Date