

Deviation from Full Course of Study Request Form

Based on federal statute {8C.F.R 214.2 (f)(6)}, international students are required to enroll in a full course of study during the academic year (Fall and Spring semesters). Full-time study is 9 credit hours for graduate students and 12 credit hours for undergraduate students.

In certain circumstances, international students can get permission to study less than full time. Students may request this permission by having the appropriate person complete the section that applies to their situation. There are three sections (I, II, III), but students will need only one of the sections completed. Reduced course loads are not available because of financial need or to protect a GPA.

Section A: To be completed by the student:

Family Name: _____ First Name: _____

PSU ID: _____ Email: _____

Phone: _____ Today's Date: _____

Current Address: _____
(Street Address) (Apt. Number)

(City) (State) (Zip Code)

Section B: Have the appropriate person complete the section that applies to your situation. **Complete only section I, II, or III.**

I. To Be Completed by the Faculty Advisor:

I recommend that the student named above be allowed to take a reduced course load for the following semester:

☐ Fall 20____ ☐ Spring 20____

The reason for the reduced course load is:

1. ☐ The student is in the final semester and is enrolled in the number of credit hours (____) needed to graduate

2. ☐ Graduate student who has finished coursework and is in one of the following situations:
(At least one credit hour is required for students in this situation.)

- ☐ preparing for comprehensive exams
- ☐ carrying out duties as a graduate assistant that is required for their degree
- ☐ conducting research for a thesis or dissertation

3. ☐ Improper course level placement (Please provide a brief description below.)
(Undergraduates must have 6 credit hours and graduates 5 credit hours after dropping classes.)

4. ☐ First semester difficulties with one or more of the following (Please provide a brief description below.):
(Undergraduates must have 6 credit hours and graduates 5 credit hours after dropping classes.)

- ☐ initial difficulties with the English language (first semester only)
- ☐ initial difficulties with reading requirements (first semester only)
- ☐ initial difficulties with American teaching methods (first semester only)

Advisor Name (typed or printed): _____ Date: _____

Advisor Signature: _____ Department: _____

Extension: _____ Email: _____

Description of circumstances that require a reduced course load.

II. To Be Completed by Degree Checking or Graduate & Continuing Studies:

☐ The student is in the final semester and is enrolled in the number of credit hours needed to graduate.

☐ Fall 20____ ☐ Spring 20____

Name (typed or printed): _____ Date: _____

Signature: _____ Extension: _____

Email: _____

III. To Be Completed by Medical Doctor: (Please choose **one** of the boxes below and add a date, period of time, or “the end of the current semester”. Please attach a note or description on office form or letterhead.)

☐ The above-referenced student is under my care for a medical condition or complication, and I recommend that the student take a **reduced** course load until/for _____.

☐ The above-referenced student is under my care for a medical condition or complication, and I recommend that the student take **no** classes until/for _____.

Doctor Name (typed or printed): _____

Doctor Signature: _____ Date: _____

Review by International Programs & Services Office:

I have reviewed the student’s request for deviation from full course of study and approve the request.

Signature: _____ Date: _____

_____: Deviation Entered in PSU Secure Shell Date: _____

_____: Deviation Entered in SEVIS Date: _____

I have reviewed the student’s request for deviation from full course of study and do **not** approve the request. Explanation below.

Signature: _____ Date: _____

Please return completed form to the International Office.

Pittsburg State University ~ International Programs & Services Office ~ 118 Whitesitt Hall ~ 1701 S. Broadway ~ Phone: 620-235-4680 ~ Fax: 620-235-4962