

Florida A&M University
Office of International Education and Development

REQUEST FOR AUTHORIZATION TO DROP BELOW FULL COURSE OF STUDY FORM

(For undergraduates with less than 12 sem. credit hrs and graduate students with less than 9 sem. credit hrs)

Both pages are to be completed by student prior to dropping any classes or enrolling for less than full time course loads

To: Director of International Students and Scholars Services

As a non-immigrant student in the United States, I understand that it is my responsibility to maintain my student status for INS purposes. I understand that in order to maintain my F -1 or J-1 student status, I must:

- (1) attend school full-time; i.e., pursue a full-course-of-study at the school that I am authorized by INS to attend as indicated on my I-20 or DS-2019,
- (2) make satisfactory progress toward completion of my academic program as indicated on my I-20 or DS-2019,
- (3) complete the academic program on my I-20 in a timely manner
- (4) limit authorized employment to NOT MORE than twenty (20) hours per week on campus, unless otherwise authorized by FAMU OIED and the INS in writing,
- (5) keep my passport and all other immigration documents current and report all changes of address to INS in a timely manner.

I further understand that an F-1/J-1 undergraduate degree seeking student must be enrolled for at least 12 hours per semester and a graduate degree seeking students must be enrolled for at least 9 hours per semester. I further understand that during ANY semester when I enroll for less than full time (less than 12 hours for an undergraduate student or 9 hours for a graduate student), it is *MY RESPONSIBILITY* to submit a **Request for Authorization to Drop Below Full Time Status Form** to OIED. *I understand that failing to complete this process accurately and before the start of each semester or prior to dropping courses during the semester which results in having less than nine graduate or 12 undergraduate semester credit hours, will result in my being out-of-status.*

If I fail to maintain my F-1/J-1 student status, I understand that I **will not be eligible for INS benefits** such as: (1) on-campus employment (including assistantships), (2) change of level and/or program, (3) program extensions, (4) curricular/optional practical training (CPT/OPT for F program) or academic training (1), or (5) transfer to another school. Furthermore I acknowledge that I will be required to apply for reinstatement should I drop below full time status without prior written authorization from Florida A&M University's OIED and/or the INS.

Therefore, in consulting with my academic advisor, I have indicated the appropriate INS approved "deviation from full time enrollment" category and I acknowledge that it is MY RESPONSIBILITY to maintain my F-1/J-1 student status and to pursue a full-course-of-study every semester.

NOTE: Page 2 must be completed by the academic advisor and submitted with this page. If enrolling for less than full time this document must be submitted at least two weeks before the start of each term and no later than two weeks after the start of classes. This form must be completed prior to dropping any hours. Each form is only valid for one semester at a time and students must return to full time enrollment for the next semester or, if meeting the criteria for authorization to drop below full time enrollment, submit a new form for the given semester.

I understand that this form is required for each semester a student seeks to drop below the full course of study. Approval of this form for the specified semester does not constitute approval for prior terms for which no forms were completed. By signing below I acknowledge having read the guidelines and that I understood the information provided.

Student's Signature _____ Printed Name _____ Date _____

Student ID Number _____ Primary E-mail Address _____

This request is for the Fall Semester Spring Semester Summer semester of the _____ Year.

Check one: I am currently enrolled in _____ credit hours and wish to drop to _____ semester credit hours.

I am requesting authorization to be enrolled in only _____ credit hours for the semester.

REQUEST FOR AUTHORIZATION TO DROP BELOW FULL COURSE OF STUDY FORM

- To be completed by student and advisor PRIOR to dropping any classes or enrolling for less than full time course loads
Prior to using this form please read the FULL COURSE OF STUDY CERTIFICATION FORM for additional options. All reasons noted below require PDSO/DSO/RO/ARO approval in advance of dropping coursework, otherwise a student will be considered out of status based on 8 CFR 214.2lf1 (6) (iji).

(Student Name) _____ is an F-1/J-1 student (FAMU Student ID# _____) studying in the Department of _____. Although she/he will not be enrolled as a full time student (9 hours for a graduate student or 12 hours for an undergraduate student), we consider him/her to be in good standing and making satisfactory progress towards a _____ Bachelors, _____ Masters, _____ Ph.D., _____ Other (Current Degree Objective) with an anticipated completion date of ____/____/____. If current "objective" is a Masters or Ph.D degree, check one: _____ Thesis/Dissertation or _____ Non- Thesis/Dissertation I hereby request that the student be authorized to drop below full time enrollment for the following reason:

- Student is compelled by ILLNESS or other MEDICAL condition to interrupt or reduce a course of study. (Attach a signed and dated statement from physician.) INS allows for no more than one 1 year exception. Student must resume a full-course-of-study within one year from the date of written authorization by OIED in order to maintain status.
Student has "English language difficulties" and WILL SEEK ASSISTANCE with language difficulties and pursue a full-course-of-study in future terms. For English Language difficulties the student must include a letter from the Director of the Intensive English Program assessing the English Language difficulty and recommended actions.
Student is having difficulties due to unfamiliarity with American teaching methods or 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.
Student is GRADUATING this semester. Check one: Student has completed all other requirements except for one or two courses, Student is administratively enrolled or is enrolled for 1 semester credit hour in order to be certified for graduation. Student must depart U.S. no later than 60 days from the start of the term or have applied for other INS benefits (OPT, change of status) before the start of the term or if a graduate student prior to the date on the certificate of completion.
NOT ENROLLED - Student will be out of the United States during the FALL, SPRING, SUMMER Semester of ____ (year), and will return to continue his/her education in the FALL, SPRING, SUMMER semester of ____ (year). Student must verify prior to departure that all documents are in order so that she/he may re-enter the US. Student must report to the FAMU Office of International Education and Development upon return for verification of departure and return dates.

Academic Advisor's Signature _____ Date _____ Printed Name _____
Primary E-mail Address _____ Office Phone _____
Department Chairperson _____ Date _____ Printed Name _____
Primary E-mail Address _____ Office Phone _____
This form is required for every semester a student seeks to drop below full time enrollment.

This request is for FALL, SPRING, SUMMER Semester of _____ (year) (NOTE: a new form must be on file for each semester). This student will carry - semester credit hours for the term requested. The student will be enrolled FULL TIME all of the FALL, SPRING, SUMMER Semester of _____ (year) (INS required.)

FOR OFFICE USE ONLY
Date Form Received in OIED _____ Date Approved by OIED _____
Date course load change made in Registrar's Office ____/____/____ INS SEVIS record updated (date) ____/____/____ by _____ (signature of authorized OIED ISS Advisor)