ACADEMIC REDUCED COURSE LOAD REQUEST

An Academic Reduced Course Load permits F-1 and J-1 students to reduce their course load below full-time (to a minimum of 6 credits) if they are experiencing academic difficulty. An Academic Reduced Course Load can be used only once per degree level. To be eligible for an Academic Reduced Course Load, a student must be experiencing one of the following:

Possible Only During the First Year of Study at UB:
- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods

Possible throughout the Program of Study:
- Improper course level placement (for example: there was a miscommunication regarding course level selection)

Students who need a Reduced Course Load must submit a complete application to ISS before the end of the Add/Drop period. If a student is enrolled full-time and realizes after the Add/Drop period that they need an Academic Reduced Course Load, they may also apply. However, they must maintain full-time enrollment until ISS approves the Reduced Course Load. The Reduced Course Load must be signed by the Academic Advisor and approved by ISS BEFORE a student is permitted to drop or resign below full-time.

To apply for an Academic Reduced Course Load, please complete all fields below:

Student's Name: ____________________________________________________________

UB Person Number: _________________________________________________________

Major: ______________________________________________________________________

Degree Program Level: _____________________________________________________

TO ACADEMIC ADVISOR:

The above-named student has requested a Reduced Course Load for the _________(FALL / SPRING / WINTER / SUMMER) semester ___________(YEAR). U.S. immigration regulations allow F-1/J-1 international students to reduce their course load below full-time if they meet the eligibility requirements explained above. Please choose the most appropriate reason for the student's academic difficulty from the list below:

______ Initial difficulty with the English language (*only permitted during the first year of study at UB)
______ Initial difficulty with reading requirements (*only permitted during the first year of study at UB)
______ Unfamiliarity with U.S. teaching methods (*only permitted during the first year of study at UB)
______ Improper Course Level Placement (*may be used at any time during the academic program)
To ensure that a Reduced Course Load does not impact the student’s academic progress in unexpected, unwanted ways, we ask you to discuss the academic implications with the student.

I certify that I discussed the academic implications of a Reduced Course Load with this student and I believe that his/her situation fits within the academic difficulty reason indicated on page 1.

Advisor’s Name ___________________________ Phone Number ___________________________

Signature ___________________________ Date Signed _______________

TO STUDENT: Your signature is required below.

I confirm that I have read the Reduced Course Load information on the International Student Services website, and that I understand that I cannot drop or resign below full-time until ISS approves this Reduced Course Load. I also understand that if I drop or resign below full-time without ISS approval, I will violate my immigration status.

Student’s Signature ___________________________ Date Signed _______________

To submit the completed form to ISS, follow the directions below:

1. Login to myISSS: http://ubiss.buffalo.edu. Click on the blue “LOGIN” button, and enter your UBIT Name and Password. **Note:** Do NOT click on “Administrative Services for University Departments”.

2. Click on F-1 Students should click on “F-1 Student Services” and then “Request for an Academic Reduced Course Load” (J-1 Students click on “J-1 Student Services” first). You must complete the entire E-form and upload a copy of this form (pages 1 and 2). Be sure that both you and your academic advisor have signed the form before you submit it. **Note:** Only documents saved as a PDF or JPEG are acceptable.

**REMEMBER:** Do not drop or resign below full-time until ISS approves the Academic Reduced Course Load request. ISS will make a decision (approve or deny), and will notify the student of our decision via email within 5-7 business days of submission.

Once approved by ISS, this Reduced Course Load cannot be canceled.