

## 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 one time 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

**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.**

Graduate students with Assistantships (TAs, RAs, GAs) are not eligible for a Reduced Course Load. UB policy requires 9 credits of registration or Full-time Certification to be eligible for TA, RA or GA appointments. Please consult with the Graduate School in 408 Capen if you have questions about this requirement.

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)  
If Improper Course Level Placement is chosen, please indicate the specific reason why:

Academic Advisor advised student to enroll in a course that is the incorrect level and thus beyond student's skill set.

Department/Advisor mismanaged course sequencing.

**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 above.

\_\_\_\_\_  
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://ubisss.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.**