Reduced Course Load Recommendation Form

Student Last Name: ____________________________________________________________
Student First Name: ______________________________________ PID: ___________________

The above referenced student is currently studying in the US on a student visa that requires full-time enrollment. There are limited circumstances in which the regulations allow the student to enroll less than full-time. Additional details can be found at https://www.ohio.edu/isfs/academic-department-information. Please complete this form to help us determine if we may authorize the student’s request.

Please mark ONE of the following options that applies to the student:

☐ This student is in the final semester of their program. The student only needs ___ credits to fulfill graduation requirements.

☐ This student is experiencing the following academic difficulty:

  □ Was placed in an improper level course
  □ Difficulties with English Language (only allowed in first semester)
  □ Difficulties with reading requirements (only allowed in first semester)
  □ Unfamiliarity with US teaching methods (only allowed in first semester)

☐ None of the options above apply to this student.

Please explain why the student needs to enroll at the less than full-time level.

Department Chair or College Representative’s Signature*:_____________________________________
Printed Name: _____________________________________________________________
Title: ________________________________________________________________
College or Department: __________________________________________________________
Date: ______________________________________________________________________

* ISFS forms may only be signed by a representative from the College Student Services Office (Undergraduate Students) or Department/Graduate Chair’s (Graduate Students).