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International Student & Scholar Institute

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ISSI form 147: Recommendation for reduced course load

International Student & Scholar Institute, Northeastern University

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I S S I

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ISSI Form 147

Recommendation for Reduced Course Load

The minimum full-time course load for international students is 12 credits (undergraduate), 9 credits (graduate) or 6 credits (graduate - SGA). A Reduced Course Load may only be approved in advance, once during each program level, and only for the reasons given below. A medical reduced course load or leave of absence may not exceed 12 months in total. Part I must be completed by the international student. Part II must be completed by a representative of the College/Graduate School/ Dean's office.

PART I. To be completed by the student

Name: _____
Last or Family Middle First or Given

Northeastern ID: 000 -- _____-- _____ Expected Degree: _____
B.S./ B.A./ M.A./ Ph.D.

I request a reduced course load for the following term/year: _____ Reason: _____

Student's signature:_____ Date: _____

PART II. ***To be completed by the student's designated college/graduate school official.***

A) **The above-named student has requested a reduced course load for the following term: Select one:**

__ FALL __ WINTER __SPRING __ SUMMER Semester/Quarter 200__ for the following reason:

__ 1. **Academic Difficulties** (indicate which type below)
__ A. Improper Course Placement (e.g. course(s) were found to be at an incorrect level)
__ B. Unfamiliarity with American Teaching Methods
__ C. Initial difficulty with English language or reading requirements

__ 2. **Medical Condition**: We have recommended student's request for __ **reduced course load** or __ **medical leave of absence**.
__ **Day undergrad and graduate students** must complete a Medical Leave of Absence form signed by the College/Graduate School and submit the form along with medical documentation from a licensed physician to the University Health and Counseling Center (UHSC).
__ **Evening program students:** Medical documentation from a licensed physician must accompany this form when presented to the ISSI for a medical leave or reduced course load.

__3. **To certify that this term __ FALL __ WINTER __SPRING __ SUMMER Semester/Quarter 200__ is the last one of the student' s academic program.**

_____
Signature of Dean/Designated College or Graduate School Official or SEVIS Contact

_____
Name/Title Date

International Student & Scholar Institute
405 Ell Hall, www.northeastern.edu/issi
360 Huntington Avenue, Boston, MA 02115
Phone: 617-373-2310 Fax: 617-373-8788

Northeastern University

COMPLETE THIS FORM IF:

1. You need to drop a course or courses due to academic difficulties. The only approved reasons for dropping a course are a) improper course placement, b) unfamiliarity with American Teaching Methods, or c) initial difficulty with English Language or reading requirements. The second two reasons are common for new students. The first reason applies when you register for a course and then you and/or the teacher discover that you should not be taking the class because you need a higher or lower level (in the case of a language or math course for example). Sometimes you enroll and then discover the course is above or below your level of comprehension. Or you need a prerequisite. The key to qualifying for improper course placement is that you discuss it with the professor and find yourself in a position where it is too late in the quarter or semester to add another class. Remember, immigration requires you to be full-time even if courses you need are not available. The only exception is during your last term. See #2:
2. You are completing your final requirements for your program of study. During the last term, the Designated School Official from the ISSI can give you permission for a reduced course load if you will complete all degree requirements that term.
3. You need to reduce your course load or be out of school entirely for medical reasons. You must have a letter from a licensed physician, clinical psychologist or doctor of osteopathy and follow the procedures outlined for obtaining a medical leave of absence.

INSTRUCTIONS

1. Please read the instructions, general definition and requirements.

Part I – to be completed by student

Part II – to be completed by the academic advisor, dean or departmental official

GENERAL DEFINITIONS

Completion date – date when you complete(d) your program of study. This may be the date of your graduation or the actual date of completion of your program. For example, if you are finishing at a time when there is no formal graduation ceremony such as December or March

Designated college/graduate school official – the academic administrative official in your college or graduate school

Designated School Official (DSO) - Staff member of the International Student & Scholar Institute, approved by immigration to issue documents and approve certain events in SEVIS

SEVIS - Student Exchange Visitor Information System run by various bureaus of the Department of Homeland Security