
Reduced Course Load – Important Information

The Ohio State University recognizes Full Time Enrollment or Full Time Equivalency per semester as:

Undergraduate Students	12 Credit Hours
Graduate Students without Graduate Associate Position	8 Credit Hours
Graduate Students with Graduate Associate Position	8 Credit Hours
Graduate Students with Graduate Associate Position during Summer	4 Credit Hours
Graduate Students with University Fellowship	12 Credit Hours
Graduate Students with University Fellowship during Summer	6 Credit Hours
Post Candidacy PhD Students	3 Credit Hours

However, the regulations also state that there are certain circumstances that may justify enrollment in less than a full course of study. A student who drops below a full course of study without the prior approval of an Immigration Coordinator will be considered out of status. An Immigration Coordinator may authorize a student to engage in less than a full course of study but does not drop or withdraw the student from the courses. Graduate students with Graduate Associate positions should first contact the Graduate School to discuss funding implications for a reduction in course load. Academic advisors should be contacted for additional information regarding registration matters.

Circumstances that would provide exception to Full Time Enrollment/Equivalency are as follows:

Academic difficulties

An Immigration Coordinator may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement. The student must resume a full course of study at the next available semester to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization due to academic difficulties while pursuing the same program level. An academic reduced course load must consist of at least six credit hours.

Completion of course of study

An Immigration Coordinator may authorize a reduced course load in the student's final term if fewer courses are needed to complete the course of study. Student must complete and return the form at least two weeks before the first day of classes of the final semester.

Medical

An Immigration Coordinator may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. Along with the Medical Credit Hour Reduction Form, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist to substantiate the illness or medical condition. The student must provide current medical documentation and must be reauthorized each semester. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months per degree level.



Reduced Course Load – Medical

To Be Completed by the Student (Please Print)

Last name: _____

First name: _____

Middle name: _____

SEVIS ID Number: **N00**_____ Date of birth (mm/dd/yyyy): _____

Email: _____ Phone: _____

Major: _____

Term and year for Reduced Course Load request:

 Autumn Spring Summer Year (yyyy): _____

Number of credit hours the student will be enrolled for if the Reduced Course Load is approved: _____

To reduce enrollment below full-time based on temporary illness or medical condition, you must obtain a statement from your licensed medical doctor, doctor of osteopathy or licensed clinical psychologist recommending the interruption or reduction in studies. Please provide a statement on letterhead from your doctor explaining why a reduction in course load is needed.

The health care provider must indicate the following:

1. The semester for which the doctor recommends the reduction in course load
2. Whether the doctor recommends reducing your courses or withdrawing from your courses; and
3. The medical reason for the reduction in course load

To Be Completed by the Academic Advisor or Department Chair (Please Print)

Printed name of advisor: _____

Email: _____ Office Phone: _____

Signature: _____ Date (mm/dd/yyyy): _____

To Be Completed by the Office of International Affairs

 Approved Denied

Signature: _____ Date (mm/dd/yyyy): _____

