



B R I S T O L C O M M U N I T Y C O L L E G E

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777 ELSBREE STREET, FALL RIVER, MA 02720 • 508.678.2811 • BRISTOLCC.EDU

Reduced Course Load Request Form

Every international student holding an F-1 visa is required by immigration law to maintain a full course of study every semester. Full time is defined as at least 12 credits per semester for undergraduate students. U.S. Citizenship and Immigration Services (USCIS) allows a reduced course load only in certain cases, which are listed below.

Prior approval from an International Student Advisor (P/DSO) is required before a student can drop below full time. A reduced course load must consist of half the credit hours required for a full course of study, except in the case of a documented medical necessity or during the student’s final term of study. **A student who drops below full time without the approval of an International Student Advisor (P/DSO) will be considered out of status and will be reported to SEVIS.**

For students: If you are considering a reduced course load, you will need to meet with an International Student Advisor (P/DSO) before you drop a course. Together, you will complete this form.

Student’s Name: _____ **BCC ID Number (900 Number):** _____

Program of Study: _____

New Expected Date of Completion (mm/dd/yyyy): _____

The following are the ONLY acceptable reasons to be enrolled less than full time. Please indicate the reason for less than full time enrollment:

- Academic difficulties:** initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Student must resume a full course load during the next academic term.
- Medical conditions:** must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. Documentation must be specific and must accompany this form. The physician or psychologist must recommend either part time enrollment or no enrollment and must indicate term for which the reduced course load is applicable. A reduced course load for medical reasons can be recommended for more than one term but cannot exceed more than 12 months in aggregate. The student must re-apply for a reduced course load for each new semester.
- Completion of course of study:** the student will be in his/her final term of study and does not need a full course load to complete the degree program.
- Concurrent enrollment:** the student is taking courses at another approved institution that will fulfill BCC degree requirements and enrollment at both schools amounts to a full course of study. A student must take the majority of their coursework at BCC. The student must have prior approval from their department and the Registrar’s Office verifying that the courses will be counted toward the degree program.

P/DSO’s Name and Title: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____