

REDUCED ENROLLMENT OR FINAL TERM REDUCED COURSE LOAD REQUEST FORM

For Graduate Students Only

As a student in F-1 or J-1 visa status, the US Department of Homeland Security (DHS) and Department of State (DOS) require you to be registered for and complete a full course of study each academic term (9 credit hours for graduate students). During the final phase of your degree, you may petition to register for fewer than 9 credit hours if you are eligible for either Reduced Enrollment or a Final Term Reduced Course Load.

Reduced Enrollment (for students in thesis programs): If you are in a graduate program that requires the completion of a thesis, you may be eligible for one or more terms of Reduced Enrollment. Master's level students are eligible for a maximum of 4 academic terms of Reduced Enrollment (excluding summer terms). Doctoral level students are eligible for a maximum of 6 academic terms of Reduced Enrollment. ***In order to be eligible, you must have completed all required coursework and all credits listed on your specific Graduate Program of Study. This includes all required thesis hours, projects and seminars.***

Final Term Reduced Course Load (for students in non-thesis programs): If you are in a graduate program that does not require the completion of a thesis, you may be eligible for a Final Term Reduced Course Load if you require fewer than 9 credits in a specific term to complete your degree requirements and to graduate. ***A Final Term Reduced Course Load can only be approved once.***

To be considered for Reduced Enrollment or a Final Term Reduced Course Load:

1. Obtain a copy of your most current Graduate Program of Study (or Graduate Programs of Studies if you are working on more than one degree). It should include any revisions and must have all required signatures.
2. Complete Part I of the form. Sponsored students only should complete Part III of the form.
3. Meet with your academic advisor to review your Graduate Program of Study. If your advisor determines you are eligible, he or she should complete and sign Part II of the form.
4. Submit the completed form to the OIS front desk ***no later than the first day of classes*** of the term(s) for which the request is sought. ***Requests received after the first week of a term may not meet DHS compliance deadlines.***

Please note the following:

- If approved for Reduced Enrollment or Final Term Reduced Course load, ***you must register for a minimum of 3 credits.***
- OIS reserves the right to withdraw approval for consecutive terms of Reduced Enrollment if you fail to make progress toward your degree or fail to maintain your immigration status.
- Students who are on a graduate assistantship are not eligible to reduce their course load.
- If you are currently working on more than one degree at OSU, you will need to have completed all credits listed on each Graduate Program of Study to be eligible for Reduced Enrollment.

PART I (to be completed by the student):

Last name (family) _____ First name (given) _____

Student ID _____ Phone _____ Email _____

Degree level Master's PhD Major _____

Expected date of completion (mo/day/yr) ___/___/___ Expiration date of I-20 or DS-2019 ___/___/___

Number of credits hours requested (minimum 3) _____

Are you currently working on more than one degree at OSU? No Yes
 If yes, please list your secondary degree level _____ Major _____

Expected date of completion of *secondary* degree (mo/day/yr) ___/___/___

Please choose ONE of the following options:

- I am in a thesis program and I'm requesting Reduced Enrollment for _____ (specify number) consecutive terms** (summer excluded). Please indicate below the terms for which you are requesting. Note: Master's level students are limited to 4 terms and Doctoral level students are limited to 6 terms.
 Fall 20___ Winter 20___ Spring 20___ Summer 20___*
- I am in a non-thesis program and I'm applying for Final Term Reduced Course Load for the term indicated**
 Fall 20___ Winter 20___ Spring 20___ Summer 20___*

*Permission for less than full-time enrollment for summer is only needed if you plan to complete your degree during summer term.

PART II (to be completed by the academic advisor):

Please check ONE of the options below:

Student is in a thesis program: I certify that the above-named student is in a thesis program and has **completed all required coursework and all credits listed on the student's Graduate Program of Study. This includes all coursework related to the student's minor or other areas of concentration and all required thesis hours, projects and seminars.** For students in concurrent or dual degree programs, the signature below verifies that the required coursework and minimum credits in all majors have been completed. The Office of International Services (OIS) will approve reduced enrollment for a maximum of 4 academic terms for Master's level students and 6 academic terms for PhD level students.

Student is in a non-thesis program: I certify that the above-named student is in a non-thesis program and requires fewer than 9 credits to complete his or her degree requirements and to graduate. **A Final Term Reduced Course Load can only be approved once.**

Student's expected date of completion (mo/day/yr) ___/___/___

Please check one:

- Student is applying for a single (one) term. Please specify the term _____
- Student is applying for _____ (specify number) of consecutive terms beginning _____ (specify term)

Which degree requirements will the student be completing during the period of less than full-time enrollment? (check all that apply)

- Course work: _____ credits
- Thesis
- Defense
- Comprehensive Exam
- Final Exam
- Final Project

Comments:

Academic advisor's signature _____ Date _____

Name and title (please print) _____

Department _____ Phone _____ E-mail _____

PART III (to be completed by SPONSORED STUDENTS ONLY):

As a sponsored student, your sponsor requires you to maintain a certain minimum number of credits (typically 15 for undergraduates, 9 for graduates) and does not permit you to withdraw from courses after the 100% refund deadline in Week 1. Under the terms of agreement with your sponsor, OSU is obligated to notify your sponsor regarding your registration status, including reduced course loads, dropping courses, or withdrawing from the university. This may have adverse consequences on your sponsorship funding including a deduction of your stipend/salary or a discontinuation of your scholarship by your sponsor. If you are dropping any courses after Week 1 your sponsor may not cover the costs for tuition and fees for the courses which you drop or withdraw. Should this occur, **you will be required to pay any outstanding balances on your student account including tuition and fees normally covered by your sponsor.**

I have read the above and understand that my sponsor will be notified of the change in my registration/enrollment status. I also understand that I am responsible for payment of any tuition and fees as well as outstanding balances on my account not paid by my sponsor due to this change.

Student's signature _____ Date _____

Office of International Services use only

Reduced Enrollment: Approved Denied OIS initials _____ Date _____ # Previous RE's _____