

HOW TO REQUEST A REDUCED COURSE LOAD

United States Citizenship and Immigration Services (USCIS) requires ALL F-1 and J-1 students be enrolled full-time during the academic year (fall and spring semesters), with exception to the annual vacation term (summer term). If you have any questions about what qualifies as a full course of study, please contact the Office of International Student Services at iss@marshall.edu. A student may only drop below a full course load after approval by the Office of International Student Services. A Reduced Course Load may only be permitted for the following reasons:

- Illness or medical condition
- Initial difficulty with the English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course placement

With exception to medical conditions or illness, **students are only permitted one Reduced Course Load per degree program**. Additionally, difficulties with English language, reading requirements, or American teaching methods may only be approved during the first semester.

To submit a Request for a Reduced Course Load, please complete a form online at:

<http://www.marshall.edu/iss/reducedcourseload/>

Please be advised that a Request for a Reduced Course Load will only be granted with approval from an Academic Advisor. Processing time is 2-3 business days. You will receive email notification to your Marshall University email account once your request has been processed. If you do not receive notification in a timely manner, please contact the Office of International Student Services at iss@marshall.edu.