

NORTH CAROLINA A&T STATE UNIVERSITY
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS
Room 221 Murphy Hall - (336) 334-7551 - (Fax) (336) 334-7001

To: Department Chair or Academic Advisor
From: International Students and Scholars Office
RE: F-1/J-1 STUDENT REQUEST TO DROP BELOW FULL COURSE OF STUDY

Applicant's Name (Please Print)

Social Security Number

Degree Program

Visa Status

The above named student is requesting approval from the International Students and Scholars Office (ISSO) to drop below the "full course of study" requirement as specified by the Bureau of Citizenship and Immigration Service (BCIS). BCIS guidelines limit the reasons for which a reduced course load can be granted (as specified on the Drop Below Full Course of Study Overview).

Specify course to be dropped: _____
Course Number Name

Select reason for drop request:

- Severe Illness or Medical Condition
- Initial (Enrollment) Difficulty with the English Language
- Initial (Enrollment) Difficulty with Reading Requirements
- Unfamiliarity with American Teaching Methods
- Improper Course Level Placement
- To Complete Course of Study in Current Term

Required Justification Statement (for reason selected above):

Please choose one of the following statements:

1. If classes are dropped, the student's academic standing will be affected. He/she will complete the requirements for his/her current program on _____ due to this reduction.
(mm/dd/yy)
2. If classes are dropped, the student's academic standing will not be affected. He/she will still complete the requirements for his/her current program on _____.
(mm/dd/yy)

Additional information may be required to satisfy BCIS requirements. If required you will be notified by an ISSO advisor.

Academic Advisor: _____ Date: _____
Signature

Name and Title (Please print): _____

Department: _____ Telephone No.: _____