



Reduced Course Load Request Form

New Orleans Baptist Theological Seminary | Leavell College

As required by the Department of Homeland Security (DHS), all F-1 students are to enroll in a full course of study. Students may request a reduced course load which allows them to be enrolled less than full-time and maintain their visa status. Listed below are the only acceptable reasons for a reduced course load. To request a reduced course load, complete this form and schedule a meeting with the P/DSO. **Do not withdraw from any classes prior to meeting with the P/DSO and gaining approval for the reduced course load as you will be considered out of F-1 visa status.**

Student Information

NOBTS Student ID# _____ **SEVIS ID#** _____
(located on the top right corner of Form I-20)

Name _____
Family/Last Name First Name (as shown on passport) Middle Name (if applicable)

Email _____ **Phone #** _____

Program Start Date _____ / _____ / _____ **Form I-20 Program End Date** _____ / _____ / _____
(MM/DD/YYYY) (MM/DD/YYYY)

Current Degree _____ **Hours Completed for Current Degree** _____

Reason for Reduced Course Load Request

- Academic Difficulties – Those who qualify have had difficulty understanding the English language, difficulty with reading requirements, difficulty adjusting to U.S. teaching methods, or were not placed at an appropriate course level. **The student must resume a full course load the following semester. THIS IS ONLY APPLICABLE FOR FIRST SEMESTER STUDENTS.**
- Medical Conditions – Medical conditions must be properly diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Medical documentation is required and must be submitted with this form. The doctor or psychologist must recommend either partial or no enrollment, and they must indicate the term for which the reduced course load is applicable. A reduced course load may be advised for more than one term, but it cannot exceed 12 months. **A new reduced course load application must be submitted each semester along with medical documentation.**
- Program End Date Approaching – Students who are in their final term of study and do not require a full course load to complete their program may apply for a reduced course load.
- Concurrent Enrollment – If the student is taking courses at another approved institution, they may apply for a reduced course load. The student must be taking more than half of their courses at NOBTS/Leavell College. Concurrent enrollment between the schools must be equivalent to a full course load. **All concurrent enrollment must have prior approval from the Registrar’s Office.**

Student Signature

Date

P/DSO Signature

Date