

# FULL COURSE WAIVER FORM

F-1 International Student  
Prairie View A&M University

International F-1 students at Prairie View A&M University are required by federal regulations to register full time (9 hours graduates and 12 hours undergraduates) in both Fall and Spring semesters. A student cannot drop below the minimum number of hours without prior approval from the international student advisor. A student who drops below a full course load without prior approval may be considered to be out of status.

This form must be completed by the student and returned to the international student advisor with a departmental letter. The departmental letter must be on departmental letterhead, "To Whom It May Concern". The letter must state that the academic advisor recommends that the student fall below hours and it must specify:

- a. One or more of the following USCIS authorized reasons for falling below hours. **There are no other valid reasons.**
- b. The academic program requirements remaining and the expected date of graduation.
- c. The number of hours the student will complete after dropping the course(s). (USCIS) requires that all students register for at least six hours unless there is a documented temporary medical reason or unless the student needs less than six hour to complete the degree program).
- d. The semester and year the student will not be registered full time.

## USCIS authorized reasons for registering for less than the minimum number of hours:

- **Medical Condition.** Regulations require that a letter must be written by a licensed medical doctor, a doctor of osteopathy, or a licensed clinical psychologist on their own professional stationary. It should state that a specific (explained) illness or medical condition compelled the student to reduce or to interrupt his or her full course of study. The letter must state the semester involved. (The international student advisor is only authorized by USCIS regulations to approve a reduced course load due to the student's temporary illness or medical condition for a period of time not to exceed 12 months for a particular degree level).
- **Academic Difficulties for enrolling less than full time.** The regulations require that a student can only be authorized for a full course waiver for academic difficulties one during each academic program level. The student must be registered for a minimum of 6 credit hours. The only valid reasons that may be approved are:
  - a. Initial (within the first year in the U.S.) difficulties with the English language or reading requirements
  - b. Initial (within the first year in the U.S.) unfamiliarity with U.S. teaching methods
  - c. Improper course level placement.
- **Final Term.** Graduate/undergraduate student in last semester who need less than full time hours to complete university requirements for the degree. **The student must be registered.**

## Student

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Semester Requested: \_\_\_\_\_

Full Course Waiver Semester Approved: \_\_\_\_\_

\_\_\_\_\_  
Evelyn J. McGinty (PDSO/Immigration Services Coordinator) Date: \_\_\_\_\_