Request to Drop Below Full-time Registration

International students in F-1 or J-1 status must maintain full-time registration every semester. Exceptions are very limited and must be approved IN ADVANCE of being part-time. If you feel you qualify, provide the following information and set up an appointment to see the International Student Advisor.

Muskingum ID #: __________________

Name: ____________________________________________________________________________
(family name)                        (given name)                          (middle name)

Current home telephone: ____________________________

Alternative telephone (i.e. cellular, office or lab): __________________________

E-mail address: ____________________________

I wish to take drop below a full-time course of study during the ________Semester of 20___ for the following reason (check one):

____ Academic Difficulties (limited to one semester only)  A letter from your department or academic advisor must be attached to attest to one of the following difficulties: initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement.

____ Medical Conditions (not to exceed 12 months while pursuing current degree) Documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist must be attached to substantiate the illness or medical condition. This permission must be reauthorized each semester.

____ Completion of course of study You can qualify if this is the final term of your program of study and you have fewer courses needed to complete than what constitutes full-time study. Please attach a copy of your graduation audit from the Registrar’s office.

Signature__________________________________ Date ________________________

For office use only:
I have met with the above student on the implications of dropping below a full-time course of study.

______Staff Initials _____/_____/_____  Date

______Approved _____Denied _____Entered into SEVIS by _____(staff initials)