**Office of International Enrollment**
**MUSKINGUM COLLEGE**
**163 Stormont Street**
**New Concord, OH 43762**

# 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)