

Exception to the Full Course of Study

International Students on F-1 Status or J-1 Status

Directions:

- 1) Student completes Section 1.
 - 2) Academic Advisor completes Section 2.
 - 3) Obtain a Copy of Degree Audit from my.pratt.edu.
 - a) If not "clean," have advisor sign waivers on degree audit and have advisor send to Registrar. Audit updates must be processed at Registrar's office before coming to OIA. Print out clean audit from MyPratt when updates are complete.
 - 4) Email to The Office of International Affairs for Section 3: OIA@pratt.edu
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Section 1

TO BE COMPLETED BY THE STUDENT:

Name : _____
Last First

Pratt ID#: _____ Visa Status: F-1 J-1

Degree Level: _____ Major: _____
I.e. BFA, MFA, etc

My last semester is: _____

My I-20 expires on: _____

I request to carry _____ (#) credits for the _____ semester.

Signature: _____ Date: _____

A full course of study at Pratt Institute is defined as 12 credits for undergraduates or 9 credits for graduate students. A student who drops below full-time course of study without prior approval of the OIA will be considered out of status. If you hold F-1 or J-1 status in the U.S. and wish to apply for an exception to this requirement and be certified as fulfilling the Department of Homeland Security's full course of study requirement, you must file this application as follows:

TURN OVER

Section 2

TO BE COMPLETED BY THE CHAIR OF DEPARTMENT or ACADEMIC ADVISOR:

As the Chair of Department/Academic Advisor, I am aware of the circumstances described below and agree that the student should be allowed to drop below a full course of study.

(Please check one or more reasons this student is taking less than a full course.)

- 1) ____ needs less than a full course load to graduate this semester.
- 2) ____ must cancel or withdraw due to improper course level placement, (student is in danger of failing a course). Student attended the course and I have evaluated the student's work and I have informed student they are in danger of failing. The student has maintained or exceeded the minimum number of credit hours required for full-time enrollment over a period of time.
- 3) ____ is or was unfamiliar with U.S. teaching methods or reading requirements (for new students to the US)
- 4) ____ is a graduate student working full-time on research, a thesis, or comprehensive examination preparation. (Student has completed all coursework, excluding the thesis)
- 5) ____ has a medical reason and will attach doctor's report to this form.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Section 3

TO BE COMPLETED BY OIA ADVISORS:

APPROVED _____ The student is certified as fulfilling DHS's full course of study required for the term(s) above.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____