

FULL COURSE OF STUDY AUTHORIZATION INSTRUCTIONS AND FORM

Instructions and Overview:

Non-immigrant students in the United States must maintain their student status by adhering to immigration regulations set forth by the Department of Homeland Security (DHS) and Department of State (DOS). As part of maintaining one's immigration status, **F-1/J-1 students must attend school full-time** (pursue a full course of study) at the school that they are authorized by DHS/DOS to attend as indicated on their I-20.

To be considered full time, you must be enrolled full time based on the requirement of your degree program.

Although immigration regulations do grant provisions for F-1/J-1 students to take a break during the institution's vacation period (typically the summer), the lock step nature of the academic programs at The Chicago School requires all students, including international students, to be enrolled full time during the summer. Students do not need to be enrolled during the one-month breaks between the terms, however.

When classes are in session, a student may be exempt from being full time if authorized to **drop below a full course of study** (see instructions for *Reduced Course Load Authorization Form*) or otherwise be **certified as pursuing a full course of study**.

Certification for Full Course of Study:

Full course of study can be defined in two ways:

Full time enrollment based on the student's program requirements in a given term.

1. Normal progress toward the attainment of a specific educational or professional objective (MA, Doctorate, Certificate, etc.) according to the plan of study approved in writing and in advance by the student's program chair and advisor

Students who are not enrolled full time may still be considered to be making normal progress toward their professional objective and consequently, pursuing a full course of study, if they meet the conditions outlined below and been preauthorized by the GLOBAL ENGAGEMENT OFFICE as noted.

Acceptable Conditions for Certification of Full Course of Study:

1. **Concurrent enrollment** at The Chicago School and another institution of higher education pre-approved by academic units and by the Global Engagement. Enrollment in both schools must amount to a full time course of study.
2. **Student has completed all the plan of study course work** or all available required course work and is engaged in full-time research towards completion of a thesis/dissertation/final project. Students must be enrolled in at least 1 credit hour of research or appropriate alternative as recommended by the academic advisor. To be authorized for full course of study, students must submit a current plan of study. Graduate students who will be graduating this term should also use this form.

Students who believe they meet one of these conditions must submit this form and any other required documents to their THE GLOBAL ENGAGEMENT OFFICE at least **two weeks PRIOR** to the start of each applicable term. Each form is only valid for one term, after which time students must return to full time enrollment the following term or submit a new form authorizing them to be less than full time.

NOTE: Submission of the Full Course of Study form in and of itself does not constitute approval. It is only valid *if* the student qualifies for one of the conditions outlined in the instructions for the forms, and is approved by the GLOBAL ENGAGEMENT OFFICE.

Approval of Your Request for Certification of Full Course of Study:

After the student submits this form to the GLOBAL ENGAGEMENT OFFICE for review, the GLOBAL ENGAGEMENT OFFICE will email the student to confirm approval for a reduced course load. For assistance in withdrawing from one or more classes, please see the Office of the Registrar.

If you do not hear from the GLOBAL ENGAGEMENT OFFICE within two (2) weeks of submission of this form and you need to drop a course before the school drop deadline, contact your THE GLOBAL ENGAGEMENT OFFICE a few days in advance to check the status of your form. Your THE GLOBAL ENGAGEMENT OFFICE is not responsible for tuition charges incurred if you drop a course after the school's drop deadline.

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SUBMIT COMPLETED FORM TO:

Global Engagement

international@thechicagoschool.edu

APPLICATION DEADLINE: This form is for F-1/J-1 students to request full course of study authorization. If enrolling for less than full time, this form must be submitted at least two weeks PRIOR to the start of each term. If dropping a course *during* the term, this form must be completed PRIOR to dropping of any courses. **Students who fail to obtain proper authorization from a Designated School Official (THE GLOBAL ENGAGEMENT OFFICE) before dropping below full time will be out of status.**

LAST NAME: _____ STUDENT ID#: _____

FIRST NAME: _____ MIDDLE NAME: _____

SCHOOL E-MAIL: _____ PHONE #: _____ LOCATION: _____

DEGREE LEVEL: _____ PROGRAM: _____ SEVIS ID#: N _____

PROGRAM START DATE: _____ EXPECTED DATE OF COMPLETION: _____
(Month/Date/Year) (Month/Date/Year)TERM AND YEAR
TO DROP BELOW FULL TIME: _____

During the term requested, I will carry _____ credit hours

STUDENT SIGNATURE: _____ DATE: _____

Please select the reason you are requesting to be certified as pursuing a full course of study.

- Concurrent enrollment** at The Chicago School and another institution of higher education as pre-approved by the The Chicago School academic department and your THE GLOBAL ENGAGEMENT OFFICE. Concurrent enrollment must be pre-approved before applying for authorization for full course of study.
- Student **has registered for all available required coursework this term**. Student must attach a current copy of the academic plan of study. Graduate students who will be graduating this term should also use this form.

I hereby request that the above named student be authorized to drop below full time enrollment. I have read the instructions and understand the conditions by which I am requesting this reduced course load. If required, I have attached a letter with additional explanation.

ADVISOR NAME: _____ E-MAIL: _____

ADVISOR SIGNATURE: _____ DATE: _____

