**INTERNATIONAL UNDERGRADUATE DROP BELOW HOURS FLOWCHART**

Revised 6/28/18

1. **INTERNATIONAL UNDERGRADUATE**
   - Need to drop below hours due to Experiencing Difficulty in School or Final Semester*

2. **Student makes appointment with OISS advisor. OISS advisor submits request for drop below hours from Department of Homeland Security (DHS) based on academic advisor’s justification**

3. **Upon DHS approval, OISS sends an email to the Office of the Dean of Undergraduates (DOU) indicating DHS below hours approval**

4. **Student submits written request for approval from the Office of the Dean of Undergraduates (DOU) for approval to drop course(s)**

5. **If dropping below hours is determined to be the best course of action, student obtains academic advisor’s signature on Reduced Course Load Authorization Form (available at oiss.rice.edu/forms)**

6. **Student takes DOU letter and Add/Drop Form to Registrar to officially drop course(s)**

*Reduced Course Load for Final Semester:
To complete course of study in current term – Using this justification does not require an appointment with an OISS advisor, student must still submit Reduced Course Load Authorization Form with academic advisor’s signature. DOU approval is also required.

**SEVIS approved below hours justification:**
- Illness or medical condition (requires medical professional letter)
- Improper course level placement (requires academic advisor letter of support)
- Initial difficulty with the English Language (requires academic advisor letter of support)
- Initial difficulty with the reading requirements (requires academic advisor letter of support)
- Unfamiliarity with American teaching methods (requires academic advisor letter of support)

***Due date for completion of process:***
- New students in their first semester at Rice have until the last day of classes
- Continuing students must check the course drop deadline in the academic calendar