INTERNATIONAL UNDERGRADUATE DROP BELOW HOURS FLOWCHART

Revised 6/28/18

INTERNATIONAL UNDERGRADUATE

Need to drop below hours due to Experiencing Difficulty in School or Final Semester*

Meets with academic advisor or OISS advisor to discuss the situation and possible solutions

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)

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**

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

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

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