



International Student Reduced Course Load Request for Final Semester of Study

International students are eligible to take less than a full-time (12 credits) course load if they are in their last semester of study. This form is used by the students to request the reduced course load, and by the student's Academic Advisor to confirm the student will be in their last semester of study.

Please note that students approved for a reduced course load:

- ✓ may not take online classes
- ✓ must complete a withdrawal form if after add/drop period
- ✓ are subject to normal RMU reimbursement policy if request is made after add/drop
- ✓ must discuss implications with sponsor or employer (if applicable)
- ✓ must notify CGE as soon as possible if no longer graduating during semester of the request

Center for Global Engagement

Robert Morris University
6001 University Boulevard
Moon Township, PA
15108-1189

412-397-2151

RMU.EDU/GLOBAL

Name: _____ RMU ID#: _____

Date: _____

email: _____@mail.rmu.edu

Semester for which you are requesting part-time: **Fall** **Spring** 20__ __

To be signed by the student:

I acknowledge that I read and understand all the information above, and the information I provided is accurate.

Student Signature

To be signed by academic advisor:

I have reviewed the above-named student's academic progress, and, as of this date, can confirm that they are scheduled to graduate the semester identified above, and that they will require less than a full course-load to do so. Please contact the Center for Global Engagement with any questions.

Adviser Signature and Date

Adviser Printed Name

To be signed by Center for Global Engagement advisor:

Approved or Denied by: _____, P/DSO