

# Illinois Institute of Technology

**International Center**  
3300 S. Federal Street.  
Main Building, Room 405  
Chicago, IL 60616  
Phone: (312) 567-3680; Fax:(312) 567-3687

## IC Form 1: Less than Full-Time Enrollment Eligibility Form CFR 8, 214.2(f)(6)

11/08

**Academic Adviser must complete Section A and B, Student must complete Section C. Section D is IC use only.**

*Note: Impending failure in a course, financial hardship, or intent to delay graduation are NOT acceptable reasons to drop below full-time.*

\*\* Students working on thesis/ dissertation and enrolled in research no longer require this form.

Full time enrollment each term is:

**Undergraduate and Law Students:** 12 Credits    **Graduate Students:** 9 Credits    **Graduate students with TA/RA:** 6 Credits

### Section A: To be completed by Academic Advisor/ Dept. Coordinator.

Check the box next to the appropriate reason from the list (#1-5) below.

For options #1 and #5, please also fill in the required information.

**No appointment necessary for the following reasons:**

- 1. Completion of Program:** The student is graduating during the current term and needs only \_\_\_\_\_ hours to complete the degree requirements. (Please fill in the blank.) **This option may be used only one time & Last course CANNOT be an online course!**
- 2. Graduate Students Taking Qualifying/Comprehensive Exam:** The student is taking the Qualifying/Comprehensive examination this semester/quarter and will only be registered for 6 credits. **This box may be used only one time!** The student must enroll full-time during all subsequent semesters of coursework, even if the exams need to be repeated.
- 3. Graduate students working on a Degree REQUIRED project:** The student is either completing all coursework this term and is also working on a **REQUIRED** project OR has already completed all coursework and is only working on a **REQUIRED** project. The student must be enrolled in at least one special problems credit hour each term until completion of the program.

**Must make an appointment with an International Center advisor for approval of the following reasons:**

- 4. Academic Difficulties:** **This box may be used only one time.** The student must enroll at least 6 credits. The following circumstance applies: (please check one)
  - ( ) Difficulties with English language or reading requirements in the first term of study in the United States.
  - ( ) Unfamiliarity with American teaching methods in the first term of study in the United States.
  - ( ) Improper course level placement (In this instance students are allowed to drop a course **only** when the adviser had recommended that the student take the course for which he/she was not academically prepared.)
- 5. Medical Condition: (Cannot accumulate more than 12 months of less than fulltime exemption for this reason per academic program.)** The student has shown proof from a licensed medical doctor/clinical psychologist that s/he should take a reduced courseload/refrain from taking classes during the current term. Please attach the letter to this form.
- 6. Concurrent Enrollment:** The student is also taking classes at \_\_\_\_\_(name of institution). These classes will count toward the student's degree program at IIT. The combined enrollment at both institutions is the equivalent of full-time at IIT. The student must show proof of registration at the other institution and attach it to this form.

### Section B. To be completed by Academic Advisor/ Dept. Coordinator

This will apply for \_\_\_\_\_ (Semester) \_\_\_\_\_ (Year)

Name of Academic Advisor \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

If wishing to drop a course, please indicate course number (s):  
\_\_\_\_\_

Remarks: \_\_\_\_\_

### Section C. To be completed by the Student

Name of Student \_\_\_\_\_

Email \_\_\_\_\_ (Must be University email address)

IIT Student ID # \_\_\_\_\_ SEVIS ID# \_\_\_\_\_

Department \_\_\_\_\_ Degree Sought \_\_\_\_\_

### Section D. I-Center Use Only

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

IC Signature: \_\_\_\_\_ Date: \_\_\_\_\_