

Full Course of Study Requirements

For International Students

Per Immigration Regulations

Index:

1. Introduction
2. Normal Progress for Degree Completion
3. Failing Grades
4. Fall and Spring Semesters
5. Summer Semester
6. Last Semester of Study
7. Thesis/Dissertation/Comps
8. Co-op/Internship
9. Courses at Other Universities
10. Exceptions to Full Course of Study

1. Introduction

F-1 and J-1 Students must take a minimum amount of credit hours each semester based on the requirements listed below. Students can take more than what is required. Students must meet with their academic advisors for permission to take classes necessary for their program of study as long as it meets the requirements listed below. If a student drops one or more courses in the semester, they must still have enough credit hours that follow the requirements listed below and the credit hours must be based on their program of study. For any questions, students must contact the office of International Student Affairs. Please note academic advisors are not responsible for your immigration status.

2. Normal Progress for Degree Completion

Students are required to make normal progress toward degree completion.

- Students should work closely with their academic advisors to ensure their classes are appropriate for the degree and major they seek.
- Students must adhere to class attendance policies and course requirements.
- If the academic department, the Office of International Education, and/or TTU determines a student is not making normal progress, the student's immigration status can be terminated.
- If a student's I-20 or DS-2019 expires, and the student is not making normal progress, the student will not be eligible for an extension of the I-20 or DS-2019. The student's immigration status will then be terminated.

3. Failing Grades

A failing grade in a course(s) does not necessarily affect a student's immigration status. The immigration status can be affected by a failing grade(s) if the student is suspended from the program of study and/or university.

4. Fall and Spring Semesters

English as a Second Language (ESL) Students

Must be enrolled full-time. Students will be enrolled in the correct amount of credit hours by the FLS language program.

Undergraduate students (non-ESL)

Must be registered in 12 credit hours. Of the 12 credit hours:

- 9 credit hours minimum must be non-online courses (which includes regular in-class or hybrid courses. A hybrid course is a course taught on-line and in-class), **plus**
- 3 credit hours of either a non-online course(s), or on-line course(s).
- ?? Any credit hour(s) over the required 12 credit hours is considered optional. Students can take either on-line or non-online credit hours for these optional courses.

Graduate students, and Doctoral Students (non ESL) without assistantship

Must be registered in 9 graduate level credit hours. Of the 9 graduate level credit hours:

- 6 graduate level credit hours minimum must be non-online courses (which includes regular in-class or hybrid courses. A hybrid course is a course taught on-line and in-class), **plus**
- 3 graduate level credit hours of either a non-online or on-line course(s).
- ?? Any credit hour(s) over the required 9 graduate level credit hours is considered optional. Students can take either on-line, or non-online credit hour(s) for these optional courses.

Doctoral Students (non ESL) with assistantship

Must be registered in 6 graduate level credit hours. Of the 6 graduate level credit hours:

- 3 graduate level credit hours minimum must be non-online courses (which includes regular in-class or hybrid courses. A hybrid course is a course taught on-line and in-class), **plus**
- 3 graduate level credit hours of either a non-online or on-line course(s).
- ?? Any credit hour(s) over the required 6 graduate level credit hours is considered optional. Students can take either on-line, or non-online credit hours for these optional courses.
- Students must maintain their assistantship throughout the entire semester. If student is removed from the assistantship, he/she is required to follow the full course of study requirements for graduate or doctoral students without assistantship.

5. Summer Semester

-Students are eligible not to take courses in the summer if they:

1. Have been enrolled at TTU for one academic semester, plus
2. Plan to register in the same program and level of study in the fall term (unless approved by the appropriate international admissions official).

-Students who do not meet the above requirements are required to treat the summer as a mandatory semester, and must be registered in a full course of study. Students who start their program of study in the summer must speak with the Office of International Education for full course of study requirements.

- Students who do not meet the above requirements are required to be full-time (as listed above) in the previous spring semester.
- Students who plan to finish their course of study in the summer must follow the rules for “last semester of study” as listed below.

6. Last Semester of Study

- Students in their last semester of study must register in at least 1 credit hour minimum of non-online or hybrid course(s).
- Failure to finish the program of study can result in the termination of the student’s immigration status and loss of OPT eligibility.
- Students must read the information in the section ‘end of program’.

7. Thesis/Dissertation/Comps

Students who are required to do a thesis or equivalent can either consider their course of study completed (following the rules in the section entitled ‘end of program’), or they must register in thesis/dissertation (or equivalent) hours following the full course of study requirements.

8. Co-op/Internship

Students are eligible to apply for co-op. If approved, the required credit hours for co-op may vary, but generally the one credit hour per semester co-op course is considered full-time. Regular internship (non-co-op) may vary in hours, but most students in a regular internship (non-co-op) are required to register in full-time hours (as listed above). For more information regarding co-op /internship, see the section on ‘CPT’.

9. Courses at Other Universities

Students may take courses at other schools and count those credit hours towards their full course of study requirements, listed above, if they apply. Students however must still be registered in a minimum of 3 credit hours of in-class or hybrid course(s) at TTU.

10. Exceptions to Full Course of Study

There are some instances in which international students are not required to take a full course of study.

-**Last semester:** (see above)

-**Illness or Medical Condition:** Students must get written permission from a medical doctor stating their medical condition is severe enough that they cannot enroll in a full course of study. The office of International Student Affairs must approve the request before they drop below a full course of study. Cannot be used more than an aggregate of 12 months during the entire program study.

-**Academic Difficulty:** In rare circumstances a student facing exceptional academic difficulty might be allowed to drop below the required number of credit hours for one semester only; however, the

Office of International Education
Tennessee Technology University

request must be approved by the Office of International Education prior to dropping below full time. Students who are approved for this request must be registered in at least 6 credit hours throughout the semester (including summer if required to be registered in the summer).

- *At all times, a student is responsible to maintain their own immigration status.
- *The above information is susceptible to change.
- *The above information is not an exhaustive list pertaining to full course of study information.
- *For additional information, students can visit: <http://www.ice.gov/sevis/index.htm>
- *At all times students are responsible for properly informing the Office of International Education of their immigration status and academic status (as pertaining to immigration matters).