



REDUCED COURSELOAD REQUEST FORM

GRADUATE STUDENTS

This form must be emailed to the International Affairs (IA) Office at international@uccs.edu, before the end of the add/drop period of the semester to which it applies or prior to dropping any class throughout the semester that would place you below the normal full-time enrollment requirements of 5 credits for graduates. Students are expected to complete their degree in most cases, in the length given on their I-20. Graduate students are also required to follow the online course limit, which is a maximum of one course each fall and spring in the full-time load. If approved for a reduced course load, students MUST have at least one in-person class in order to maintain their status. Students cannot take only online classes in their final semester. Submitting this form does not guarantee approval for a reduced course load. Please wait for approval confirmation from IA before dropping any classes. Additional documentation may be required depending upon the reason. Withdrawing from any course after the 10th week of classes requires extenuating circumstances and approval of course instructor and college dean.

Section A: To Be Completed by Student

Full Name: _____ UCCS ID Number: _____

Education Level: Master's Doctorate UCCS Email: _____

Semester/Year Requesting: _____ Proposed Number of Credits: _____

Section B: To Be Completed by Graduate Program Advisor

Please use this form to verify this student's request for a reduced course load. The reasons below are authorizable reasons that an international student may be enrolled part-time, according to the F-1 and J-1 regulations. Please indicate which course(s) the student is authorized to drop/withdraw from, if applicable. Forward signed/completed form to international@uccs.edu or return to student. If none of the reasons below apply, do not sign this form. Call IA Office at 719-255-5018 or email international@uccs.edu with questions.

Applicable Reasons for a Reduced Course Load (choose one):

- Initial difficulty with the English language or reading requirements (available first term only)
- Initial unfamiliarity with American teaching methods (available first term only)
- Improper course level placement (available only once per program)
- Student is in the final semester of their degree program and enrolled for number of credits necessary to graduate (available only once per program)

Please indicate course(s) required: _____

- Student has completed all coursework requirements for degree and is working full-time on thesis or dissertation (must enroll in at least one credit of thesis/dissertation, or 'Candidate for Degree' zero credits)
- Illness or Medical Reason (Student must submit letter from a U.S. licensed doctor (M.D. or D.O.) or clinical psychologist detailing medical reason and recommendation for a reduced course load)

Course(s) this student is authorized to drop/withdraw: _____

Additional Comments: _____

Grad Program Advisor's Name: _____ Signature: _____

Phone: _____ Date: _____

Department: _____

Graduate School Official's Name: _____ Signature: _____ Date: _____