



**REDUCED COURSELOAD REQUEST FORM**  
**UNDERGRADUATE STUDENTS**

This form must be emailed to the International Affairs (IA) Office at [international@uccs.edu](mailto: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 (12 credits for undergraduates). Undergraduate 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 10<sup>th</sup> week of classes requires extenuating circumstances and approval of course instructor and college dean.

**Section A: To Be Completed by the Student**

Full Name: \_\_\_\_\_ UCCS ID Number: \_\_\_\_\_

Education Level:  Bachelor's Immigration Type:  F-1  J-1 UCCS Email: \_\_\_\_\_

Semester/Year Requesting: \_\_\_\_\_ Proposed Number of Credits: \_\_\_\_\_

**Section B: To Be Completed by an Academic 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](mailto: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](mailto: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:** \_\_\_\_\_

- Illness or Medical Reason (12-month limit) 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: \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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