



Reduced Courseload Request Form – GRADUATE STUDENTS

This form must be submitted to IA (Copper House 9202) or emailed to IA 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. For graduate students, 5 credits is required each fall and spring semester to be 'full-time,' however students are expected to complete their degree in most cases in the length given on the I-20. Graduate students are also required to follow the online course limit, which is maximum one course to be online 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. Note that enrollment is required every fall and spring semester to maintain F-1 status.

Submitting this form does not guarantee approval for a reduced course load. Please wait for approval confirmation from your International Student Advisor before dropping any class. Additional documentation may be required depending upon the reason.

Withdrawing from any course after the 10th week of classes (or equivalent) requires extenuating circumstances and approval of course instructor and college dean.

Section A: To Be Completed by Student

Name: _____ UCCS ID number: _____
(Last/Family Name) (First/Given Name)

Education Level: Master's Doctorate UCCS Email: _____

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

Section B: To Be Completed by Graduate Program Advisor

Please use this form to verify your student's request for a reduced course load. 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 the student. If none of the reasons below apply, do not sign this form. Call the IA office at 719-255-5018 with questions.

Reasons for a Reduced Course Load (choose one)

- Initial difficulty with the English language or reading requirements (available only first term)
- Initial unfamiliarity with American teaching methods (available only first term)
- Improper course level placement (available only once per program)
- In final semester of 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 (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) that student is authorized to drop/withdraw: _____

Additional Comments: _____

Grad Program Advisor, Name: _____ **Signature:** _____

Phone: _____ Date: _____

Department: _____

Official, Graduate School, Name: _____ **Signature:** _____ **Date:** _____