



**Reduced Courseload Request Form - UNDERGRADUATE**

This form must be submitted to IA (Copper House 9202) or emailed to IA 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 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. 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 10<sup>th</sup> week of classes 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:  Bachelor's Immigration Type: F-1  J-1   
Semester/Year Requested: \_\_\_\_\_ Proposed Number of Credits: \_\_\_\_\_

**Section B: To Be Completed by Academic Advisor**

Please use this form to verify your 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 the IA office at 719-255-5018 with questions.

**Applicable reasons (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:** \_\_\_\_\_

- 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) that student is authorized to drop/withdraw: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Academic Advisor, Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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