

**Reduced Course Load for F-1 Students: Academic Reasons**

Federal regulations require that international students must pursue a full-time course of study during every academic session except for the annual vacation. There are valid academic reasons for reducing the course load:

- Initial difficulty with the English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

Limitations:

Requests for less than full-time enrollment must be supported with this form signed by the faculty instructor or academic advisor indicating which academic reason is causing the difficulty and the recommendation to reduce the course load. Reduced course loads can not be approved for a previous quarter. Due to the UW's robust admission, English language, and placement testing requirements, reduced course loads for academic reasons are granted only in extraordinary cases.

\*Note for the student\*:

You must enroll in at least 6 credits, and you can only be authorized to reduce your course load once during each educational level. Reduced course loads for initial difficulty or unfamiliarity with American teaching methods can only be approved within your first year at the UW or for a returning student after a long absence. Submission of this form does not guarantee approval of a reduced course load, therefore you must verify approval of the request \*before\* dropping a course that will result in less than a full course load. You should also consult with your academic advisor as soon as possible if you are experiencing academic difficulty.

**TO BE COMPLETED BY THE STUDENT**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ SEVIS ID Number \_\_\_\_\_

Department \_\_\_\_\_ Degree Level \_\_\_\_\_

Proposed number of credits \_\_\_\_\_ Quarter (circle one): Autumn Winter Spring Year: \_\_\_\_\_

**TO BE COMPLETED BY THE COURSE INSTRUCTOR OR ACADEMIC ADVISOR**

Reason for Reduced Course Load (check one):

- Initial difficulty with the English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

\_\_\_\_\_  
Signature Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reduced Course Load for F-1 Students: Medical Reason**

Federal regulations require that international students must pursue a full-time course of study during every academic session except for the annual vacation. A temporary illness or injury for which the student is receiving medical care is a valid reason for reducing or interrupting the program of study.

**Limitations:**

According to the regulations, the student must submit this written statement from a licensed medical doctor (MD), a doctor of osteopathy (DO) or Licensed Clinical Psychologist recommending the reduction in studies. **\*No other\*** medical or counseling professional is given the authority under the regulations to support a medical reduced course load request. Reduced course loads can not be approved for a previous quarter.

**\*Note for the student\*:** Reduced course load enrollment for medical reasons must not exceed a total of 12 months during your course of study. If your medical reason is ongoing, you may need to 1) exit the US and return when you are able to undertake a full course load or 2) apply to change to a new visa classification suited for long term medical treatment in the US. Reducing your course load credits to zero may affect your ISHIP insurance coverage and/or your eligibility for campus services. Please consult the Insurance Counselor, Chris Dessert, at [studins@uw.edu](mailto:studins@uw.edu) as soon as possible to discuss your options.

**TO BE COMPLETED BY THE STUDENT**

(A new form must be completed each quarter.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Student ID Number \_\_\_\_\_ SEVIS ID Number \_\_\_\_\_  
Department \_\_\_\_\_ Degree Level \_\_\_\_\_  
Proposed number of credits \_\_\_\_\_ Quarter (circle one): Autumn Winter Spring Year: \_\_\_\_\_

(If you are seeing a practitioner in another country, please verify their credentials are equivalent to an MD, DO, or licensed clinical psychologist.)

**TO BE COMPLETED BY THE MEDICAL PROFESSIONAL**

I am (check one):

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Licensed Clinical Psychologist

I support the student's request for a:

- Full course reduction (zero credits)
- Part-time course reduction \_\_\_\_\_ credits for the term.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Stamp or Seal \_\_\_\_\_

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

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