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:
_______________________________________________________________ _____________________________________________
_______________________________________________________________ _____________________________________________
_______________________________________________________________