



The University of the Incarnate Word
International Student & Scholar Services

Reduced Course Load Request

International students are required to be enrolled in a full course load each Fall and Spring Semester as follows: **12 hours for Undergraduates, 6 hours for Graduate students, and 6 hours for Doctoral students.** Listed below are the allowable reasons per US federal immigration regulations for a reduced course load. **Reasons must be verified by your academic advisor and then approved by our office before you are authorized to drop any courses. Approvals will be sent to your UIW email address, DO NOT DROP ANY COURSES UNTIL YOU RECEIVE EMAIL APPROVAL.**

Please ask your academic advisor to complete this form and email to intl@uiwtx.edu

NOTE: The student should not drop below full course load until approved by ISSS office through UIW email.

To be completed by Academic Advisor:

I recommend a Reduced Course Load for _____ (PIDM _____) for
a total of _____ credit hours for the _____ semester. Please see the reason indicated below.
name of student

Reason for Reduced Course Load (select one):

1. _____ Initial difficulty with English language *Outside language instruction may be required as condition of approval.*
2. _____ Initial difficulty with reading requirements
3. _____ Unfamiliarity with American teaching methods
4. _____ Improper course level placement

Option #1-4 are possible once per degree program for a maximum of one semester each. A reduction based on an academic difficulty must consist of at least half the hours required for a full course load and may require supplemental instruction

5. _____ Medical reason enrolling less than full-time (documentation must be from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist)

Option #5 is possible for 12 total months at the current degree level, and must be resubmitted each semester.

6. _____ Student needs less than a full course load to finish the degree program, **and will graduate in the current term** (Only available for a total of two semesters.)
7. _____ Student has completed formal coursework and is entering research/ dissertation hours. *Graduate and Doctoral students who have completed their coursework and are beginning research hours **only** should submit an RCL request in the **first** semester that their course load is reduced to solely research hours.*

Advisor signature Title

Printed name Email Date

For ISSS use ONLY: Form adapted from University of Oklahoma with permission

SEVIS input date: _____ for _____ semester. Today's date: _____ DSO Signature: _____

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