

- **DO NOT enroll for a reduced course load without PRIOR approval from ISSS.**
- This form is only necessary if dropping the course will bring you below a full course of study.
- Make an appointment with ISSS to discuss your situation.

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Level: Undergrad Graduate PhD Law/PharmD Contact Number: \_\_\_\_\_  
Term/Year Needed: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_

Students can request **Reduced Course Load** for the following reasons (select one only):

Acceptable Circumstances (select one and provide documentation):

**To complete program of study in final term:** Obtain a letter/email from your academic advisor, director of graduate studies or dean of the school/college verifying that you need only a part-time course load to complete your program in the current term. A minimum of 3 credits in-person is required. You cannot take only an online course your final term.

**Initial difficulty with the English language:** (normally available the first semester only) You must provide a letter of assessment from your academic support specialist that verifies your language difficulty and recommends that you be allowed to take less than a full-time credit load. A minimum of 6 credits is still required.

**Unfamiliarity with American teaching methods:** (normally available the first semester only) You must provide a letter of assessment from your academic support specialist that verifies a cultural conflict exists which is interfering with your ability to otherwise perform well in class and recommends that you be allowed to take less than a full-time credit load for the semester. A minimum of 6 credits is still required.

**Improper course level placement:** You must provide a letter from your professor or academic support specialist that verifies you were improperly placed in a course that has proven too difficult (course number and title must be specified). A minimum of 6 credits is still required.

**Illness or other medical condition:** You must provide medical documentation that verifies a reduced course load is necessary due to illness or medical condition; this documentation must recommend how many credits you can enroll in: full-time, part-time, or no enrollment. A letter from the physician who is treating you is acceptable, but must be signed and on letterhead. The letter must specify the time period recommended for the reduced course load (not more than one year). You must resume a full course of study in term immediately following the recommended period of recovery. This documentation will be reviewed by the Director Health Services: [kathleen.reid@wne.edu](mailto:kathleen.reid@wne.edu). If this is a mental health situation, documentation will be review by the Director of Counseling Services at [wayne.carpenter@wne.edu](mailto:wayne.carpenter@wne.edu). A sample letter can be provided.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR ISSS USE ONLY:

Date CPT Authorized/SEVIS updated \_\_\_\_\_

DSO Signature: \_\_\_\_\_

Updated 16 July 2018