

REDUCED COURSE LOAD MEDICAL CONDITION

Reduced enrollment must be approved by International Student Admission and Programs before dropping courses.

- Students may seek authorization to be enrolled less than full-time or withdraw from classes due to a medical condition that prevents them from a full-time course load.
- A licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist are the only individuals who are certified to make this recommendation.
- Reduced enrollment for medical reasons may be approved for only one semester at a time and only for up to a total 12 months. After 12 months of medical reduced enrollment, the student must either pursue a full time course load or return home.

STEPS FOR THE STUDENT:

Step 1: Contact your licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist who may make a recommendation for a reduced course load or no course load if appropriate for your health and medical circumstances.

Step 2: Contact the ISAP office who will review the recommendation and decide if there is enough evidence to approve your reduced course load. If you are physically unable to come to the office, you may call or give written permission to someone to contact us on your behalf.

Step 3: After the ISAP office approves the reduced course load form, you may withdraw from the approved class/es. Students with a reduced course load for initial academic difficulty may drop only one class below full-time.

SECTION 1: STUDENT INFORMATION

Student's Family Name (Last Name)			
Student's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

SECTION 2: PROGRAM INFORMATION

Level of Study	Bachelors	Masters	PhD	Certificate
First Semester at UWG	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____	Semester of requested Reduced Enrollment		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____
	Major			Expected Program Completion Date

Statement of Understanding

*I understand that a reduced course load exception is approved only for **one semester** at a time and cannot be used for **more than 12 months**. Failure to remain enrolled full time until your reduced course load is approved will result in you falling out of status.*

Student's Signature		Date	
---------------------	--	------	--

SECTION 3: PROPOSED SCHEDULE (REDUCED COURSE LOAD ONLY)

Please use this section to provide the schedule of classes for the semester in which you are dropping below full time.

Class Title EX: UWG1101	Course Name EX: UNIVERSITY EXPERIENCE	Instructor EX: INSTRUCTION NAME	Online or In Person EX: IN PERSON	Credit Hours EX: 3
Total Number of Credit Hours				

REDUCED COURSE LOAD ACADEMIC DIFFICULTY

Summary of the Regulation

- International students who are in the US in F-1 or J-1 status are required by law to pursue a full course of study every semester of the academic year (Fall & Spring semester and Summer if it is the student's first or last term of study).
- "Full-time student status" is 12 credit hours for undergraduates and 9 credit hours for graduates, as defined in the UWG Course Catalogues
- The United States Citizenship and Immigration Services (USCIS) limits the medical reduced to apply to temporary medical conditions and not to exceed 12 months. Failure to comply with this law results in the student's SEVIS record being terminated.
- A recommendation must be given by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist

STEPS FOR THE MEDIAL PROFESSIONAL

Step 1: Meet with the student about their circumstances and make a decision on whether or not you feel the student's situation would benefit from a reduced course load.

Step 2: If you feel the student's time at UWG would be benefited from a 1 semester reduced course load approval, fill out the bottom portion of this form with the student after you have reviewed sections 1-3 with the student. Contact the ISAP office if you have any questions. Students should submit the completed form to the ISAP office.

Step 3: After the ISAP office approves the reduced course load form, the student may withdraw from the approved class/es.

SECTION 4: DOCTOR RECOMMENDATION

I certify that I am an approved licensed medical professional (as listed above) the student above is under my care, has a temporary medical condition, and requires either a reduced enrollment from their course load or permission to withdrawal for this medical condition not to exceed 12 months.

Recommendation for Reduced Enrollment	<input type="checkbox"/> Reduced course load of _____ credit hours for the semester listed in Section 2. <input type="checkbox"/> Withdraw of classes for the semester listed in Section 2.		
Medical Professional's Signature		Date	
Printed Name		Type of Medical Professional	<input type="checkbox"/> Licensed Medical Doctor
Title			<input type="checkbox"/> Doctor of Osteopathy
Organization			<input type="checkbox"/> Licensed Clinical Psychologist
Email		Phone Number	