



Center for International Education  
605 Washington Street  
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Web: [www.uiu.edu](http://www.uiu.edu)

## **REDUCED COURSE LOAD FORM**

*(Request to Drop Below Full-Time Status)*

In order to request a reduced course load and drop below full-time status, please complete the enclosed form.

**Please note that your request must be approved by your International student Advisor before you drop your class(es).**

If you have any questions, please contact the Center for International Education at [international@uiu.edu](mailto:international@uiu.edu), or via phone, at (563) 425-5852.

When ready, please submit all paperwork to:

Center for International Education  
Upper Iowa University  
605 Washington Street  
Fayette, IA 52142

Fax: (563) 425-5833  
Email: [international@uiu.edu](mailto:international@uiu.edu)



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## REDUCED COURSE LOAD FORM

### Part I: To Be Completed By Student

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Term: \_\_\_\_\_ Number of Credits Enrolled: \_\_\_\_\_

#### Reason for Dropping Courses:

- Illness or Medical Condition (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(B\)](#))  
A letter explaining the condition and an explicit recommendation from a U.S. licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on their official letterhead must be provided as supporting documentation.
- Initial Difficulty with English Language (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(A\)](#))
- Initial Difficulty with Reading Requirements (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(A\)](#))
- Unfamiliarity with American Teaching Methods (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(A\)](#))
- Improper Course Level Placement (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(A\)](#))
- To Complete Course of Study in Current Term (8 C.F.R. § [214.2\(f\)\(6\)\(iii\)\(C\)](#))

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

### Part II: To Be Completed By The Academic Advisor

Academic Advisor's Signature: \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_ (MM/DD/YYYY)

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#### **FOR CIE OFFICE USE ONLY**

Received by: \_\_\_\_\_

Approved

Denied

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_