Reduced Course Load Request Form

Please complete the following information to request for a reduced credit load.

Name: ________________________________________________________________

Daytime phone: ___________ E-mail: ________________________________

Expected degree completion date: ________________________________

Semester for which a reduced course load is requested: ________________________

Course (number & name) which you are dropping: ____________________________

Please indicate the reason why you are requesting to reduce your course load by choosing one of the below options:

**Academic Difficulties**

A Reduced Course Load (RLC) can be approved on the Academic Difficulty basis only once while pursuing a course of study at a particular program level. Type of academic difficulty:

- [ ] Initial difficulty with English language or reading requirements (only in the first year)
- [ ] Unfamiliarity with US teaching methods
- [ ] Improper course level placement

**Medical Condition**

You must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition.

You may enroll for any number of credits. The letter from the medical professional must indicate that you have a medical condition which prevents you from registering full time during a specific semester. The letter must indicate the number of hours which you can register and the date by which you will be expected to return to full-time studies. You may only receive this permission for a maximum of 12 months during your current degree level.

**Completion of Course of Study/Final Semester**

Completing program of study at the end of the current term. You must obtain a letter from the Registrar’s Office indicating that your graduation has been approved and you are in your final semester of study.

Student signature: __________________________ Date: __________
PDSO/DSO signature: __________________________ Date: __________

(PLEASE CHECK THE REFUND POLICY AT THE SECOND PAGE)

***For Office Use Only***

Entered in ISRS: ____________ Date/initial: ____________

Batched: ____________ Date/initial: ____________
**REFUNDS:**

Students dropping classes must inform the Registrar’s Office using the official drop procedures. Students who withdraw from all classes in the term or who drop one or more credits will receive a tuition refund according to the following schedules: if a student’s course schedule is reduced for the convenience of the University, the tuition shall be adjusted without penalty. Refunds on fees will be on the same basis as tuition when withdrawing or dropping credits. Refunds are not given for textbooks and materials. Used books may be sold back to the University Bookstore.

**FALL OR SPRING TERMS:**

1. Travel Study Courses will not follow the policy listed below. Check each Travel Study Course information to determine its refund policy.
2. For all courses lasting 3 or less days no refunds will be given unless the course is dropped prior to the first day of the course.
3. For all courses lasting 3 weeks or less but more than 3 days, refunds will be given only if the course is dropped one day after the first class meeting or before.

<table>
<thead>
<tr>
<th>Fall and Spring Terms: Classes</th>
<th>Withdraw from The Term</th>
<th>Drop Less than all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 5th class day of term or 1 day after class session, whichever is later</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6th through 10th class day of term</td>
<td>75%</td>
<td>None</td>
</tr>
<tr>
<td>11th through 15th class day of term</td>
<td>50%</td>
<td>None</td>
</tr>
<tr>
<td>16th through 20th class day of term</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>After 20th class day of term</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMER TERM:**

For all courses lasting 3 weeks or less but more than 3 days, refunds will be given only if the course is dropped one day after the first class meeting or before. For all courses lasting 3 or less days no refunds will be given unless the course is dropped prior to the first day of the course.

<table>
<thead>
<tr>
<th>Summer Term: (normally begins in early May)</th>
<th>Withdraw from The Term</th>
<th>Drop Less than all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 5th class day of term (normally begins in early May) or 1 day after 1st class session, whichever is later</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6th through 10th class day of term</td>
<td>50%</td>
<td>None</td>
</tr>
<tr>
<td>After 10th class day of term</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>