



Reduced Course Load Request Form

As per SEVIS regulation, international students must be enrolled in a full course of study each fall and spring semester. Summer enrollment is not required by the US federal government regulations for F-1 visa holders. Full time enrollment is 12 credits per semester for undergraduate students and 6 credits per semester for graduate students.

Please complete the following information to request a reduced course load:

Name: _____ WSU ID: _____

Daytime Telephone: _____ Email: _____

Address: _____

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:

- I have initial difficulty with English language and/or reading requirements. (1st term only)
- I am unfamiliar with U.S. teaching methods. (1st term only)
- I have the improper course level placement.
- I will complete course of study in current term. (last semester only) (You will need to apply for graduation for completion in that term. See the Warrior Hub for details.)
- I have a medical condition that prevents full-time study. (Attach a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition.)

Signature of Student: _____ **Date:** _____

Signature of Academic Adviser: _____ **Date:** _____

Approved by IS Adviser: _____ **Date:** _____



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 schedules below. 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. Faculty-led travel programs will not follow the policy listed below. Check each faculty-led program 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.

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

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.

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