

REDUCED COURSE LOAD REQUEST

Full time is 18 contact hours for ELI students; 12 credits for Bachelors and Post Baccalaureate students; and 10 credits for Master's degree students, each quarter. No more than 3 of web/hybrid credits can count towards a full time load. Request approval before dropping below full-time, including Summer session. If you will be enrolled for a less than full-time course load at any time during a quarter, you must have prior approval from the Office of Global Initiatives. F-1 and J-1 international students are required to maintain full-time enrollment to maintain immigration status.

A student who drops below a full course of study without the prior approval of an international student advisor will be considered out of status.

STUDENT INFORMATION

Name: _____ EWU ID# _____

Telephone: _____ Eagles email address: _____@eagle.ewu.edu

I wish to drop below a full-time course of study during thecZSSSSSSSSSSSSS fIMFL
for the following reason (check one):

Limited reason (choose one and provide listed documentation):

- **Academic Difficulties** (limited to one quarter only) – Please attach a letter from your department or academic advisor to attest to one of the following difficulties: initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement.
- **Medical Conditions** (not to exceed 12 months while pursuing current degree) – Please attach documentation from a US licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition. This permission must be reauthorized each quarter.
- **Final term in program of study** and with fewer than 12 undergraduate or post-baccalaureate credits or 10 graduate credits to complete, or less than 18 contact hours in ELI or grad prep. - Please attach your application for degree candidacy or other proof that you are completing your studies this term.
- **Registered for Thesis/Project** - Please attach letter from academic advisor detailing when thesis/project will be completed.

READ AND SIGN THE FOLLOWING: I understand that it is my responsibility to maintain my legal immigration status while a student in the United States. If I am not approved for part time enrollment and I do not register full-time, I will be considered out of legal immigration status. Students that do not register for a full-time course load must be reported to the Student and Exchange Visitor Information System (SEVIS), which is monitored by US Citizenship and Immigration Services. I must submit a new request for each quarter that I plan to register for a less than full-time course load.

Signature _____ Date _____SSSSSS_____

OFFICE OF GLOBAL INITIATIVES APPROVAL

FOR OFFICE USE ONLY: