

**International Student
Request for Reduced Course Load
for a Medical Condition**



Complete this form with the required documentation from a medical professional. Submit the form to a UNA Designated School Official (DSO) at oiaservices@una.edu.

Notes on Reduced Course Load

- Reduced Course Loads pertains only to the Form I-20 and student status. The student must still withdraw the UNA classes through the UNA Registrar.
- The student is still responsible for any outstanding tuition and fees owed to UNA.
- Since you are remaining in the US, you must still pay for the International Student Health insurance.
- Unless you are granted specific permission, you may not live in UNA residence halls or apartments during the semester if you are not enrolled in classes during that semester.
- Processing may take as long as five (5) business days during busy times.
- Incomplete forms will delay processing.

You are still required to be in contact with the Office of International Affairs and your DSO on a regular basis and to report all changes of address within 10 days.

Code of Federal Regulations

(B) Medical conditions. The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student 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. The student must provide current medical documentation and the DSO must reauthorize the drop below full course of study each new term, session, or semester. A student previously authorized to drop below a full course of study due to illness or medical condition for an aggregate of 12 months may not be authorized by a DSO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months.

| Full Course of Study per semester | | | |
|-----------------------------------|-----------------------|------------------------|----------------------|
| ESL | Bachelor's | Master's Prerequisites | Master's |
| 5 classes (term) | 12 credit hours | 12 credit hours | 9 credit hours |
| 10 class (semester) | (min. 9 face-to-face) | (min. 9 face-to-face) | (min.6 face-to-face) |

Part 1: About the Student

Family Name: _____ Given Name(s): _____

Student ID Number: L00 SEVIS Number: N00

UNA E-mail: _____ Phone Number: _____