REDUCED COURSE LOAD FORM - ANY REDUCTION OF COURSE LOAD MUST HAVE THE PRIOR APPROVAL OF ISSO

SECTION I - Explanation of Reduced Course Load Status

1. *ACADEMIC REDUCED COURSE LOAD (*do not need to submit a Reduced Course Load form)
   a. International students are only permitted to be on Reduced Course Load ONCE per academic level for academic reasons. The reasons must be legitimate and not frivolous and the Reduction of Course Load can only happen after review and approval from ISSO and the issuance of a new Form I-20. Student must remain registered for at least six semester or quarter hours, or half the clock hours required for a semester of full course of study. Imminent danger of failing a class is not a permissible reason for authorizing a reduced course load in and of itself.

2. LAST SEMESTER REDUCED COURSE LOAD
   a. Undergraduate Students or Master's Non-Thesis students are only permitted to be on Last Semester Reduced Course Load ONCE and only if in their last semester they have less than full-time required academic work remaining for the completion of their degree. They simply register for their required remaining course load. Reduced Course Load Form is due at ISSO by the first day of the semester student is requesting this action.

3. THESIS OR DISSERTATION STUDENTS IN LAST ACADEMIC PHASE OF THEIR PROGRAM
   a. Master’s Thesis/Required Project or Doctoral students are permitted to go onto Reduced Course Load status as soon as they have passed qualifying exam, and completed all required coursework and thesis or dissertation credits.
   b. How long can Master’s Thesis or Master’s Project or Doctoral students be on Last Phase Academic Reduced Course Load? The U.S. Citizenship & Immigration Services (USCIS) understands that Thesis or Dissertation students may sometimes need more than one semester of Reduced Course Load to complete the writing of their thesis or dissertation.
      - Master’s Thesis students can take one semester of Reduced Course Load to finish their thesis
      - Master’s Project students are not permitted to be on Reduced Course Load beyond one semester
      - Doctoral students may take 2-3 semesters of Reduced Course Load to finish writing their dissertation
   c. Thesis/Project/Dissertation Students requesting Reduced Course Load beyond the above-mentioned will be referred to the Office of Graduate Administration for additional review. Reduced Course Load Form is due at ISSO by the first day of the semester student is requesting this action.

Registration Requirements:

Master’s Project, must obtain course # from their UMass Lowell Faculty Project Advisor

Master’s Thesis or Doctoral Dissertation students, register as follows:
- 3-Credit Continued Graduate Research – for students with more than one year to complete program
  Course # = Two-Digit Dept. Code, followed by 763, followed by three digits referring to student’s Thesis or Dissertation Advisor
- 1-Credit Continued Graduate Research – for students with less than one year to defend/complete program
  Course # = Two-Digit Dept. Code, followed by 761, followed by three digits referring to student’s Thesis or Dissertation Advisor
*Any doctoral student with an RA/TA while on an RCL must submit a Graduate Academic Petition. In section B of the petition, please write “I wish to maintain my TA/RA benefits while registered for fewer than nine credits. I have completed all of the courses required for my degree and have the appropriate number of dissertation credits in progress.” (Petition can be found here: http://www.uml.edu/docs/petition_grad_tcm18-87176.pdf)

4. MEDICAL WITHDRAWAL OR MEDICAL REDUCTION OF COURSE LOAD - Students requesting to take a Medical Withdrawal or Reduction of Course Load must provide official medical documentation to substantiate the request which may need to be reviewed by the UMass Lowell Wellness Center. Student must contact ISSO for more detailed information at isso@uml.edu.
SECTION II – To Be Completed by Student

Last Name: ____________________________ First Name: ________________________ UMass Lowell ID#__________________

Student Must Attach:
1) This Completed/Approved Two-Page Reduced Course Load Form
2) A copy of Transcript

I understand that any withdrawal of a course after the semester Add/Drop period will result in my being charged for such course as
– Please initial_____. This form will not be processed without your initials after this statement.

SECTION III – To Be Completed by Faculty Advisor (NOT to be Completed by Student)

Academic Level: Bachelor’s____ Master’s Coursework____ Master’s Project____ Master’s Thesis____ Doctoral____

Check the Type of Reduced Course Load Being Requested (refer to page 1 for a detailed explanation of each):

#1____ Academic Reduced Course Load   #2____ Last Semester Reduced Course Load   or   #3 ____ Thesis/Dissertation or Project
student in Last Academic Phase of their Program

For UMass Lowell Faculty Advisor to Answer:
1) How many coursework/thesis or dissertation credits are REQUIRED for student to complete degree? ______
2) How many credits has student already completed? ______
3) How many semesters of Reduced Course Load has student already completed? ______ or None ______
4) When is student’s anticipated completion date? Month _____ Year _____
5) If Student is close to finishing degree, does student already have a scheduled defense date? Yes ____ No ____
   If yes, when is anticipated Defense date? Month _____ Year _____
6) Is the student expected to be on RA or TA for the requested semester of Reduced Course load? Yes_____ No_____

RA & TA Assistanceships are associated with institutional policy. Department Chairs determine RA/TA Assistanceships.
If you have a question on TA/RA Assistanceships and Waivers, please direct them to Ms. Debbie White, Director of Graduate Administration, at 978-934-2173.

APPROVAL SIGNATURES

Signature of Graduate Coordinator             Print Name                   Date

Signature of Thesis/Project Advisor           Print Name                   Date

Signature of Student                          Print Name                   Date

Students with a Teaching/Research Assistantship must also obtain the approval of
Debbie White, Director of Graduate Administration, Cumnock Hall Suite 110, One University Avenue, North Campus

Students from the following colleges must obtain the additional signature of their Dean: Graduate School of Education and College of Health Sciences.

Signature of Dean                          Print Name                   Date