International Student Request for
Medical Leave or Course Reduction Request Process
(Rev 8/2019)

International students on an UMass Lowell issued student visa document requesting to either take a
Medical Reduction of Course Load or Withdraw for the semester for medical reasons must provide
official medical documentation from a United States based licensed health care provider (i.e. Physician,
Nurse Practitioner, Physician’s Assistant, Psychologist, licensed Social Worker, licensed Mental Health
Clinician) to the UMass Lowell Wellness Center. This Request for Medical Withdrawal must include the
diagnosis as well as accompanying justification as to why the student is unable to continue as a full time
student. When requesting medical documentation, students should seek advice from their healthcare
provider as to whether to request a course reduction or a withdrawal from the University, and have that
stated on their documentation. Please note that pregnancy in and of itself will not justify a Medical
Withdrawal or Reduction of Course Load unless there is medical documentation by a medical provider to
support it. Students will not be considered for a Medical RCL after the add/drop period.

UMass Lowell Wellness Center staff (Counseling and/or Health Services) will review the request and
accompanying documentation to verify if the request by the student for a change in status is warranted.
Please be advised that requests may be denied if the medical condition and accompanying
documentation does not meet the criteria for medical leave or course reduction. ISSO will follow the
Wellness Center recommendation to determine whether to allow the student to drop below full-time or
withdraw for the entire semester.

International students should be aware that Federal law requires that the above-mentioned process be
approved in a maximum of one-semester increments, and that any requests for subsequent semesters
will need to be managed by the student in the same manner as the initial request.

International students may be authorized to reduce their academic course load for a medical condition
on more than one occasion during the same academic level through the above-mentioned review
process so long as the aggregate period of that authorization does not exceed 12 months. USCIS
calculates any Medical Reduction of Course Load by days, not by p/t or complete withdrawal.

The International Students & Scholars Office will meet with the student if requests for leave or course
reduction are granted, and issue a new Form I-20 or Form DS-2019 for the appropriate medical status. If
a request is not granted, the ISSO may need to terminate the student’s F-1 or J-1 status. (J-1 regulations
may vary slightly from above.)

When considering a Medical RCL, International students should be aware of the Public Charge rule,
effective October 2019. Please see the ISSO blog for more details: https://blogs.uml.edu/immigration-
updates/. The ISSO can refer you to a list of immigration attorneys upon request to discuss any
questions pertaining to this rule.
International Student Request for Medical Leave or Course Reduction

UMass Lowell Wellness Center Advisory

Student’s Last name: _______________________  First name: ____________________________

Student ID #: ______________________________

Recommendation by the UMass Lowell Wellness Center:

☐ Recommend Course Load Reduction based on outside medical diagnosis verified by the Wellness Ctr.
   for       Fall ____ Spring____ , Year______

☐ Recommend Withdrawal from UMass Lowell based on outside medical verified by the Wellness Ctr.
   for       Fall ____  Spring____ , Year______

☐ Recommend:   Withdrawal ____  OR  Reduced Course Load
   from UML’s  Wellness Ctr.
   for       Fall ____  Spring____ , Year______

If requesting course load reduction the student must provide course # he/she wishes to withdraw from up to 1-2 courses. ______________________________                ________________________________

Signature of Wellness Center Reviewer of above_______________________________

Printed Name of Wellness Ctr. Reviewer___________________________________   Date: __________

Student’s Signature ____________________________________________________         Date: __________

ISSO will process the course withdrawal on SIS at the time of Form I-20 issuance.

Billing related - Students approved to drop below full-time or withdraw after the add/drop period, may still be charged for such fees. It is the student’s responsibility to discuss all billing-related questions with The Solution Center at the time of the approved Medical Withdrawal or Reduction of Course Load.