REED COLLEGE
OFFICE OF THE REGISTRAR
3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/777-7774 fax: 503/777-7795

REQUEST a SEMESTER COURSE LOAD BELOW 3 UNITS

This form is for degree-seeking Reed College students requesting approval to drop below the minimum required 3 unit semester course load after the first two weeks of the semester. Return this completed form to the Registrar's office at registrar@reed.edu. Contact the Registrar's office (503-777-7793) with questions. (Please note: prior to the start of the term or during the first two weeks of the semester, a petition to the Administration Committee for a course load below 3-units is required.)

Student Information (*all information required - please print*):

Name (*last, first, middle*):_____ Reed College ID #:_____

Reed Email: _____ Phone:_____

I am an international student holding F-1 visa status. *(select one):* ☐ Yes ☐ No
(If "Yes", International Student Services signature required below.)

CHANGE in ENROLLMENT STATUS (*all information required - please print or type*):

Please list the courses from which you wish to drop or withdraw:
(Provide the subject, course, and section code; course title; and instructor last name; e.g., BIOL 463 F; Immunology; Smith)

1. _____
2. _____
3. _____

With this change, my semester course load will be: _____ units

Include a brief statement providing your rationale for carrying a semester course load below 3 units.

APPROVALS

- *I have read and understand the guidelines and considerations detailed on the attached instruction page:*

Student Approval: _____Date: _____
(Required) *(Signature)*

- *I approve my advisee's request to carry a semester course load below 3 units:*

Adviser Approval: _____ _____Date: _____
(Required) *(Print Name)* *(Signature)*

- *I approve this student's request to carry a semester course load below 3 units:*

International Student Services Approval: _____ _____Date: _____
(Only required if an international student holding F-1 visa status) *(Print Name)* *(Signature)*

REED COLLEGE

OFFICE OF THE REGISTRAR
3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/777-7774 fax: 503/777-7795

REQUEST a SEMESTER COURSE LOAD BELOW 3 UNITS

The student's signature on the preceding form affirms that they have read, understand, and agree to the guidelines and considerations detailed on this instruction page. Please contact the Registrar's Office (registrar@reed.edu or 503-777-7793) with questions.

Guidelines:

- The minimum required semester course load is 3 units.
- After the first two weeks of the semester, carrying an enrollment of fewer than 3 units requires submission of this completed form with approval from the academic adviser. No reduction in tuition will occur. Seniors must complete a six unit thesis year with no fewer than two units (including thesis) in either semester.
- Students may DROP a course from the 2nd week of the semester until the beginning of the 6th week of the semester with approval from their adviser. Students may WITHDRAW from a course with a grade of "W" from the end of the drop period until the start of the 10th week of the semester with approval from their adviser. After the first two weeks of the semester, submission of this completed form is required if dropping or withdrawing from a course results in a semester course load below 3 units.
- Prior to the start of the term or during the first two weeks of the semester, a successful petition to the Administration Committee is required to carry a course load of fewer than 3 units. Approved petitions will receive reduced tuition which may impact financial aid. Contact Financial Aid (financial.aid@reed.edu or 503-777-7223) and/or the Business Office (business-office@reed.edu or 503-777-7505) BEFORE submitting a petition.
- The Student Life Office will be notified that you have dropped or withdrawn below 3 units and may reach out.

Considerations if dropping below the minimum required 3 unit course load:

- **Immigration Status:** If you are an international student holding F-1 status, a drop below the minimum required semester course load (3 units) is permitted in limited circumstances and requires pre-authorization. Contact International Student Services prior to an attempt to drop below 3 units: iss@reed.edu or 503-517-5538.
- **Tuition:** Prior to the start of the term, or during the first two weeks of the semester, students may petition the Administration Committee to carry a course load below 3 units *with reduced tuition*. After the second week of the semester, students are assessed the full semester's tuition, even if approved to carry a course load below 3 units.
- **Financial Aid:** There may be Satisfactory Academic Progress implications affecting your eligibility for financial aid in future terms. Contact the Financial Aid office to review your situation: financial.aid@reed.edu or 503-777-7223. If your financial aid is reduced, you will need to contact the business office to make payment arrangements: business-office@reed.edu or 503-777-7505
- **Off-Campus Study:** Students who are studying off-campus (e.g., studying abroad) do NOT need to submit this form for a reduced course load; however, the off-campus program/partner requires written authorization from Reed's International Programs Office to drop below an equivalent full time course load. Contact the International Programs Office: adelrio@reed.edu or 503-517-4701
- **Fellowships:** Some fellowships require that a student be enrolled full-time to be eligible. Contact the Center for Life Beyond Reed: clbrfellowships@reed.edu
- **Academic Review:** Students who do not maintain a semester course load of 3 units will have their grades and academic progress reviewed by the Administration Committee during its end-of-the-semester academic review. Depending on the student's past academic performance & current academic status, this can result in an academic action such as warning, probation, etc.

Request Process:

- Contact your academic adviser and any of the appropriate parties listed above.
- Fill out this form completely and obtain the necessary approvals.
- Submit the completed form to the Registrar's Office via email to registrar@reed.edu. Remember to include a brief statement of rationale.
- It is recommended that you continue to attend the course(s) from which you wish to drop or withdraw until you receive word from the Registrar's office that this form has been processed.