

# Academic Support & Accommodations

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## Are you considering dropping your classes or withdrawing from the quarter?

If you are struggling in the **current** quarter, you can drop your classes during the 3rd to the 7th week of the quarter. Please visit the [Dropping a Course in the Current Quarter](#) for more information. If you want to drop your classes after the 7th week, you still have the option to withdraw from the whole quarter up to the last day of instruction, that is the Friday before finals begin. Please visit the [Registrar's Office webpage](#) for more details and [deadlines for dropping courses](#).

If you are hoping to withdraw from one of the **past** quarters due to mental health reasons, you would need to do a former quarter drop. You can do a former quarter drop retroactively up to a year. **Example:** If you are requesting a former quarter drop for fall 2020 you would be able to submit your former quarter drop petition up to the last day of instruction for fall 2021, the Friday before finals. See the guidelines below.

## Former Quarter Drop Petition

The former quarter drop process is completed through the registrar's office. To read about the process criteria, petition, and [supporting materials](#) please go to the [Registrar's webpage regarding former quarter drop](#).

The UWB Counseling Center will provide supporting documents, the Healthcare Provider Form, when the following four (4) criteria have been met:

1. You already have an established therapeutic relationship with one of the counselors.
2. You received counseling at the UWB Counseling Center and met with the same counselor for at least three (3) sessions for ongoing counseling. **Counseling appointments that were sporadic or infrequent usually are not sufficient to meet this criterion.**
3. You were seen by the counselor during the quarter you are petitioning to withdraw.
4. The counselor determines that your mental health concerns meet criteria for a mental health diagnosis which was impeding your daily functioning and academic performance.

If all four (4) criteria are met, please contact the Counseling Center at 425-352-3183 and request to speak with your current or previous counselor. If these criteria are not met, the Counseling Center staff **will not** be able to provide supporting materials.

If you are unsure how to gather other supporting materials for your petition, you may schedule an appointment with a staff member at the Office of the Registrar. [You can schedule an appointment on their webpage.](#)



## Reduced Course Load Request for International Students

The reduced course load authorization is completed through the Center for International Education (CIE) for UW student and International Programs for Cascadia Students. Students may enroll part-time or withdraw from the quarter due to valid medical reasons (if it meets requirements by immigration) during a quarter if the student obtains a Reduced Course load (RCL) authorization from CIE or International Programs Office. To read about the process, please see the [UW Bothell CIE RCL page](#) or the [Cascadia RCL form](#).

The UWB Counseling Center will provide supporting documentation if all three (3) criteria have been met:

1. You already have an established therapeutic relationship with one of our counselors.
2. You received counseling at the UWB Counseling Center and met with the same counselor for at least three (3) sessions for ongoing counseling to address the concerns related to your RCL request. Counseling appointments that were sporadic or infrequent usually are not sufficient to meet this criterion.
3. The counselor determines that your mental health concerns meet criteria for a mental health diagnosis which was impeding your daily functioning and academic performance.

If all three (3) criteria are met, please contact the Counseling Center at 425-352-3183 and request to speak with your current or previous counselor. If these criteria are not met, the Counseling Center staff will not be able to provide supporting materials.

If you are unsure how to gather other supporting materials for your petition, please speak to the international student advisors for possible options.



## Request to Cancel Tuition Forfeiture

If you withdraw from a quarter due to hardship or mental health reasons, you may be eligible to Request to Cancel Tuition Forfeiture/Registration Fees. Please read more at the [Registrars Office webpage](#).

The request to cancel tuition forfeiture is separate from the former quarter drop. Even though the process is similar, they have different deadlines. You can submit one petition without the other. It is important to note that you will need to submit the request to cancel tuition forfeiture **before** the last day of instruction for the current quarter (i.e., the Friday before finals week). The UWB Counseling Center will provide supporting document, the Healthcare Provider Form, when the following four (4) criteria have been met:

1. You already have an established therapeutic relationship with one of the counselors.
2. You received counseling at the UWB counseling center and met with the same counselor for at least 3 sessions for ongoing counseling. Counseling appointments that are sporadic or infrequent usually are not sufficient to meet this criterion.
3. You are seeing the counselor this quarter, the quarter you are petitioning for cancellation of tuition forfeiture.
4. The counselor determines that your mental health concerns meet criteria for a mental health diagnosis which was impeding your daily functioning and academic performance.

If all four (4) criteria are met, please contact the Counseling Center by visiting us in UW1 - 080 or calling 425-352-3183 and request to speak with your current or previous counselor.

If these criteria are not met, the Counseling Center staff **will not** be able to provide supporting materials.



## Documentation for Disability Resources for Students (DRS)

If you are struggling academically due to mental health concerns and think you may qualify for academic accommodations, you can contact Disability Resources for Students (DRS) in UW1 - 080 or [through their webpage](#). DRS will determine your eligibility for accommodation. You will need documentation from your medical provider or a psychological assessment report that specifies your disability.

The UWB Counseling Center will provide supporting documents, the Healthcare Provider Form, when the following criteria have been met:

1. You already have an established therapeutic relationship with one of the counselors.
2. You received counseling at the UWB counseling center and met with the same counselor for at least 3 sessions for ongoing counseling. **Counseling appointments that are sporadic or infrequent usually are not sufficient to meet this criterion.**
3. The counselor determines that your mental health concerns meet criteria for a mental health diagnosis which is impeding your daily functioning and academic performance.

We are unable to provide supporting documentation for DRS unless all the circumstances above have been met. The UWB Counseling Center staff also **cannot** provide documentation for the following diagnoses:

- ADD/ADHD
- Autism Spectrum
- Learning Disabilities

If you do not meet the criteria for documentation at the Counseling Center, you are encouraged to contact off-campus providers who can complete a psychological assessment battery of tests and provide you with a full report documenting your disability. To find off-campus providers for psychological assessment, visit the [community resources webpage](#).