

Reduced Course Load Form

STUDENT INFORMATION

To be completed by the student

Filing Deadline: With the exception of illness or other extenuating circumstances, this form must reach the International Students and Scholars Office no later than one week after the last day to enroll for the quarter for final processing. Please ensure to give this form to your academic/major advisor before you submit it to the International Students and Scholars Office and allow some time for them to process.

Note:

- Non-Degree students should make an appointment with an International Advisor before completing the form.
- Students requesting a Reduced Course Load for medical or academic reasons (Request Types 2 and 3, as listed on page 2) should meet with an International Advisor prior to submitting this form.

Family Name: _____ Given Name: _____

Student ID #: _____ Email: _____ Cell #: _____

U.S. Address: _____

City: _____ State: _____ Zip Code: _____

Visa Type: F-1 J-1 Major: _____

Degree: Bachelor's Master's PhD Non-Degree

TYPE OF REQUEST

To be completed by Academic Advisor/Major Professor

The Department of Homeland Security requires international students in F and J immigration status to carry and complete a full course of study every quarter. A full course of study is defined as 12 credits bearing units of coursework. United States immigration regulations allow international students to reduce their course load only for the reasons listed below.

Note: Academic Advisor's signature is **not** required for Medical Leave.

- Please select the reason for the student's reduced course load (select one):

Request Type 1: Student is completing their program of study and needs less than 12 units in their final quarter

Request Type 2: Student has an illness or other medical problem (Please attach required document)

Request Type 3: Student has a valid academic reason (Select one from the list below):

Note: This request can only be used once during degree program; student must still be enrolled in a minimum of 6 units.

Improper course placement

Initial difficulty with reading requirement

Initial difficulty with English Language

Unfamiliarity with American teaching methods

- Quarter and Year requesting to reduce course load:

Fall Winter Spring Summer Year: _____

- Number of units the student will register for: _____ units

Academic Advisor Signature: _____ Date: _____

School/Department: _____ Ext. _____