



International Student Program

Reduced Course Load Form

REASONS REDUCED COURSE LOAD IS APPROVED

1. Final Semester of Study

Approval can be granted for less than 12 units, with a minimum of one unit required. This is only valid if you are completing an associate's degree.

2. Illness or Medical condition

Approval can be granted for less than 12 units for the current semester (down to zero units allowed). You must get new authorization each semester and only 12 months total allowed per student.

3. First semester academic difficulties

Approval can be granted for less than 12 units with a minimum of 6 units required. This can be granted once per degree. You must register for a full course load of 12 or more units that following semester.

TO BE COMPLETED BY THE STUDENT

Name _____ Student ID # _____

Semester _____ Year _____ Units _____

Reason:

Final Semester

Illness or medical condition

First semester academic difficulties

TO BE COMPLETED BY A LICENSED MEDICAL DOCTOR OR CLINICAL PSYCHOLOGIST

Federal law requires that international students on an F-1 Visa take a full course load (12 units or more) during their studies in the United States. A reduced course load is allowed for medical condition reasons. In such cases the students must have proper documentation signed by a medical doctor, licensed psychologist, or doctor of osteopathy. Our advisors ask for your assistance: If upon evaluation of the student you can confirm that student's academic performance is negatively impacted by a medical condition, please confirm that your recommendation below.

1. Please check one of the medical recommendation below based on medical reasons:

Reduce course load

Withdrawal from all courses

Maintain full course load

2. Please write a letter of support for your recommendation unless reduced course load is not recommended:

If a reduced course load or withdrawal from all courses is recommended, your letter of support should say that your recommendation is for the student to drop below the required course load due to a medical or psychological reason. This letter must be printed on official letterhead, signed and given to the student.

Name: _____ Signature: _____ Date: _____

STUDENT SIGNATURE

I have read the instruction and understand reduced course load immigration policy. I accept responsibility for reduced course load.

Signature: _____ Date: _____