

Reduced Course Load

F-1 international students are required to enroll in a full course load (12 units) each fall and spring semester, but a reduced course load may be authorized in certain circumstances. If you are authorized for a reduced course load, you must still enroll in at least 6 units (including one in-person class), unless the authorization is for a temporary illness or medical condition.

You must have a new I-20 with authorization from the DSO before dropping below the required 12 units, or risk termination of your status for failing to maintain status.

Permitted Reasons for Reduced Course Load

- Academic difficulties in the first semester due to difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement
 - Must still be enrolled in at least 6 units, including one in-person class
 - Must return to a full course load (12 units) the following semester
 - Can only be authorized once per program level
- Temporary illness or medical condition
 - Must provide medical documentation from a licensed medical doctor, a licensed doctor of osteopathy, a licensed psychologist, or a licensed clinical psychologist
 - May be authorized for reduced or no course load (no enrollment requirement)
 - May be authorized for up to 12 months total
 - May be authorized more than once but will need to submit current medical documentation and be re-authorized for each new semester
- Completion of course of study
 - For students in last semester who need less than 12 units to complete degree
 - Must be enrolled in at least one required class and one in-person class (can be the same class), with a minimum of 6 units
 - Must submit comprehensive education plan from counselor showing remaining required courses
 - Not eligible if transferring to another school without completing degree
- Special Student Relief (SSR)
 - Must be eligible for SSR benefits and have approved SSR employment authorization

REDUCED COURSE LOAD APPLICATION**Personal Information**

Last Name:	First Name:
Student ID Number:	Major:
Email:	Phone Number:

Request Details

Term Requested: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20__	
Reason for Request: <input type="checkbox"/> Academic difficulties <input type="checkbox"/> Medical condition <input type="checkbox"/> Completion of course of study	
Please describe the circumstances behind your request for reduced course load: 	
I understand that submitting this form does not mean I have been approved for reduced course load and I will be contacted when a decision is made. I understand that in order to maintain status, I must take 12 units every semester and <u>will not drop any units</u> until I have been notified by the International Student Program.	
Signature:	Date:

Attached Supporting Document(s) (please check all that apply)

- ☐ Letter from professor
☐ Letter from physician
☐ Comprehensive education plan from counselor
☐ Other: _____

OFFICE USE ONLY

☐ Approved: authorized in SEVIS _____ ☐ Denied _____ Processed by: _____