



REDUCED COURSE LOAD AUTHORIZATION

(DROP BELOW A FULL COURSE LOAD)

Name: _____ **G#:** _____
First/Given Name Last/Family Name

I am requesting an authorization to drop below a full course load until the end of the:

Fall Spring 20_____

The reason for this request is:

Complete Program of Study in Current Term (final semester) – attach a Student Education Plan (SEP) signed by counselor. SEP must include counselor verification that this will be your last semester/term of study.

Concurrent Enrollment at Another SEVIS-approved School - attach proof of course registration. You will also be asked to provide proof of course completion (course grades), at the end of the semester.

Illness or Medical Condition – attach a dated letter from a U.S. medical doctor with the date of diagnosis and dates of treatment. The letter must be on the doctor's letterhead and signed by the U.S. medical doctor.

Specific Academic Difficulty – check the box below that represents your academic difficulty and attach an explanation of your specific difficulty. NOTE: Academic difficulty may only be authorized once during your program of study and you must remain enrolled in at least 6 on campus units.

- Improper Course Placement
- Initial Difficulty with Reading Requirements (only during your first year of study)
- Initial Difficulty with English Language (only during your first year of study)
- Unfamiliar with American Teaching Methods

I understand that I must request "Authorization for Reduced Course Load" before the end of the semester during which I want to drop below 12 units.

SIGNATURE: _____ **DATE:** ____/____/____

For office use only:

Approved Denied

Approved by: _____ SEVIS Submit Date: ____/____/____



EXPLANATION OF REDUCED COURSE LOAD

All F-1 students must be making normal progress towards degree completion by enrolling full-time (12 units) every fall and spring semester. Full-time enrollment credits include all courses taken on campus and only three units of online coursework. Only three units of online coursework can be counted toward full-time enrollment. Classes from which a student drops or withdraws may not be counted towards full-time enrollment.

International students are only eligible for a “Reduced Course Load Authorization” for the following reasons:

- Complete Course of Study in final semester. Required:
 - All courses up to 9 units must be in person/on campus.
 - All course up to 6 units must be at College of San Mateo.
- Concurrent Enrollment at another SEVIS-approved School. Required:
 - Proof of course registration in a semester length course.
 - Proof of course completion (course grades), at the end of the semester.
- Illness or Medical Condition. Required:
 - A letter of recommendation signed by a licensed U.S. medical doctor on the doctor’s original letterhead stationary
 - The letter must include the date of diagnosis and dates of treatment.
 - The letter must recommend that the student enroll in either 0 units or in a part-time course of study for the semester.

International student are eligible for a maximum of 12 months of reduced course load for illness or Medical condition. You must reapply for each semester you would like a reduced course load.

- Specific Academic Difficulty –May only be authorized for the reasons listed below.
 - Improper Course Placement
 - Initial Difficulty with Reading Requirements (only during student’s first year of study)
 - Initial Difficulty with English Language (only during student’s first year of study)
 - Unfamiliar with American Teaching Methods

May only be authorized once during program of study and student must remain enrolled in at least 6 on campus units.

Authorization is made on a semester by semester basis. Students who receive an “Reduced Course Load Authorization” for academic reasons must be enrolled in at least 6 units unless they are in their final semester of study and are approved for less. **“Reduced Course Load Authorization” must be requested before the end of the semester during which the student wants to drop below 12 units.**

Failure to obtain authorization in a timely manner is a violation of your F-1 status.