



International Education Program

college of san mateo

REDUCED COURSE LOAD AUTHORIZATION (DROP BELOW A FULL COURSE LOAD)

Student Name: _____
First/Given Name Last/Family Name

G number: _____

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. **I will follow my SEP and registering for _____ units in my final semester, I will maintain these units through the entire semester and apply for a degree.**

☐ **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 course up to 6 units must be at College of San Mateo.
 - All courses up to 9 units must be in person/on campus or hybrid modality unless the required is only offered in online modality.
 - If all your required courses are offered in online modality, then student MUST register for at least 1 unit in in-person/hybrid modality.
 - SEP signed by your counselor stating this is your final semester.
 - There will be no I-20 extension once the last semester RCL has been authorized.
 - Student MUST follow the final semester SEP and register for the total number of units stated on their SEP and maintain these units through the entire semester and apply for a degree.

Once this Reduced Course Load is processed and approved, you will not be allowed to return to CSM for the following semester

- **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 1 units or in a part-time course of study for the semester. Must follow same rule as complete course of study in final semester.

***International student is 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)
 - Unfamiliarity 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 a “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 drop period for 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.