

## Reduced Course Load Request Form

**Definition:** An F-1 student is required to maintain full-time enrollment unless eligible for a legal vacation. Students with academic or medical problems who are not eligible for a vacation quarter must obtain advance approval to be registered for fewer than 12 units. A request for advance approval must be based on one of the following reasons: Graduation, Transfer, Academic, or Medical problems. Students must have continuously maintained status to apply. Requests for graduating students should be submitted *at least two weeks prior* to the close of registration.

**For all F-1 students: registering for less than 12 units without advance approval will result in your falling out of status.** Reinstatement would then require approval from the immigration service.

### 1. Vacations – No authorization required

Students are eligible for a vacation period in the summer only. During the vacation period, students may register part-time, full-time or not at all. It is necessary to register full-time in the quarter following a vacation period, unless it is your graduation quarter (see #2 below). No authorization is required for a vacation period, but you may contact ISP with any questions.

### 2. Graduation/Last Quarter of Study (transfer) – Authorization required

If fewer than 12 units are required for graduation/last quarter prior to transfer to a 4-year institution, the student may be approved to register for only the number of units required for graduation/transfer. The International Student Counselor must complete Part II of the form on the reverse. **(Note: Reduced Course Load does not apply to student who has not completed transfer requirement. Student must maintain full-time study with no exception.)**

### 3. Academic problems – Authorization required

If a student has certain kinds of academic problems, a reduced course load of between 6 and 11 units may be approved once per degree level. The reasons for approval include difficulty with English or unfamiliarity with U.S. teaching methods during the first quarter at De Anza College, and/or improper course level placement. The International Student Counselor/Advisor must complete Part II of the form on the reverse. Submit the form to ISP prior to dropping to less than full-time.

### 4. Medical problems – Authorization required

If a student has medical problems, a reduced course load of between 0 and 11 units may be requested. If the problem persists, a reduced course load for medical reasons must be requested prior to registration each quarter, to a maximum of 12 months per degree level. Part III of the form should be completed by the student and a signed letter from a medical doctor must be attached on letterhead stating that the student should not be full-time due to the medical issue.



**DO NOT USE THIS FORM IF YOU HAVE ALREADY APPLIED FOR OPT!**

