

**Chabot College
International Student Program
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 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. Summer Recess – 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. No authorization is required for a vacation period, but you may contact ISP with any questions.

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

If fewer than 12 units are required for graduation/last semester 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 may be approved once per degree level. The reasons for approval include initial difficulty with English or unfamiliarity with U.S. teaching methods normally during the first semester at Chabot College, and/or improper course level placement. The International Student Counselor 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 may be requested. If the problem persists, a reduced course load for medical reasons must be requested prior to reducing below full time. 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. Submit the form to ISP prior to dropping to less than full-time.



Reduced Course Load Request Form

Part I: The student must complete the following

Family/Last/Surname Name _____	First Name _____
Telephone #: _____	E-mail: _____
Date of Birth: _____	
SEVIS #: N000	Chabot College Student ID #: _____
Student's Signature _____	Date (mm/dd/yyyy) _____

Part II: For academic reasons, have an International Student Counselor to complete this section

I certify that the above-mentioned student, majoring in _____
requires a reduction in course load for academic reasons during the following semester:
 Fall Spring _____ (Year)

Reason for supporting approval:
 to complete course of study in current term: AA/AS Degree Transfer
 difficulty with English language or reading requirements (1st semester only)
 unfamiliarity with U.S. teaching methods (1st semester only)
 improper course level placement (Granted once per degree level)

Name (please print) _____	Title _____
Signature _____	Date _____

Part III. For medical reasons, complete this section

Documentation from Dr. _____ is attached
to support my request for approval. Fall Spring Yr: _____

NOTE: Student MUST submit this petition form to the International Student Coordinator in-person for SEVIS compliance & immigration advising.

For office use only

Approved Denied

Reason(s) for recommendation:

Processed by: _____ Date: _____