

# Authorization to Take a Reduced Course Load

Please return this completed and signed form to the Office of International Education for approval. You must also provide documentation or approval from your academic advisor to support your request. This form must be submitted before you register for less than minimum load.

## To be completed by the student:

\_\_\_\_\_  
Print Last Name, First Name

\_\_\_\_\_  
Student ID Number

The above-named student wishes to carry less than the minimum number of academic units required by the U.S. Immigration and Customs Enforcement (12 units for undergraduates and 8 units for graduates). In order for a student to be granted a "Reduced Course Load" they must meet an authorized exception.

### EXCEPTIONS TO FULL COURSE OF STUDY

1.) Due to illness or a medical condition \_\_\_\_\_

2.) Initial difficulty with English language \_\_\_\_\_

3.) Other: \_\_\_\_\_

4.) Completion of a course of study in the final semester  
(Student will meet all requirements for graduation) \_\_\_\_\_

How many units needed to complete degree? \_\_\_\_\_

Stipulations for Exception #4:

- If the reason for your reduced course load is exception # 6 above then you are required to obtain the signature of your Academic Advisor certifying program completion.
- You must complete your degree at the end of the semester you are applying for the Reduced Course Load. If you do not graduate, you will be out of status and your I-20 will be terminated.
- Proof of Graduation Application must accompany this form.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date (mm/dd/yyyy)

## To be completed by Academic Advisor:

Please provide the following information on behalf of the student named above, who has expressed interest in transferring to CSU Stanislaus. This information is required to complete the student's transfer application and will remain confidential.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

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### Office of International Education

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