

## PETITION FOR REDUCED COURSE LOAD / CONCURRENT ENROLLMENT

Immigration regulations require that international students study full time each Fall and Spring semester. Full-time enrollment is 12 credit units for undergraduates, or 9 credit units for graduates. There can be some exceptions, which are detailed on this form. If you are taking less than a full-time enrollment for any reason, you must complete this form. This form must be completed for every semester you are less than full-time.

**DIRECTIONS: Please read the options on the back carefully!** Complete the form along with any required documentation. If you believe you have a reason to drop classes not listen on this form, you must see an International Student Advisor.

This form is due by the last day to add classes for the semester.

Date: \_\_\_\_\_ SJSU ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
Family Name First Name

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Note: Must be your physical address. PO Box is not acceptable.**

☐ Undergraduate ☐ New student Fall \_\_\_\_\_ Spring \_\_\_\_\_ (indicate year) Semester  
☐ Graduate ☐ Continuing student  
Expected graduation date: \_\_\_\_\_

Have you ever been authorized for an RCL before? ☐ Yes ☐ No

If yes, please list semester and reason: \_\_\_\_\_

\*\*\*\*\*SEE BACK OF FORM BEFORE COMPLETING THIS SECTION\*\*\*\*\*

I am registering for \_\_\_\_\_ units at SJSU. I am taking less than a full course load at SJSU for the following reason:

- ☐ Concurrent Enrollment
- ☐ Medical
- ☐ Academic
- ☐ Last Semester
- ☐ Working on Project/Thesis/Comprehensive Exam Only

See back of form for  
required documentation  
and more information!!

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR ISSS USE ONLY

RCL (give to ET-no PS)	FCE (do in PS)
R-1 Medical	F-1 Concurrent Enrollment
R-2 Improper course level	F-2 Working on Thesis/Project
R-3 Initial difficulty w/reading	F-3 Last Semester
R-4 Initial difficulty w/English	F-4 FT per department
R-5 Unfamiliarity w/ American teaching methods	

Enrollment Checked: \_\_\_\_\_ units / checked by \_\_\_\_\_

Approved ☐ Denied ☐

By \_\_\_\_\_ Date \_\_\_\_\_

Code \_\_\_\_\_ (ex: R-3, F-1)

Reason	Documentation Required	Notes
<b>Concurrent Enrollment:</b> I am enrolling in classes at another institution this semester to maintain my full course load	Please submit your proof of your registration at the other institution.	You must be enrolled in at least 6 units at SJSU. For undergraduates, you must have 12 units total, for graduates, 9 units. Please remember that only 3 units of online class will count towards your full-time enrollment
<b>Medical:</b> I have an illness or injury that prevents me from being enrolled full time	Please submit a recent letter from an M.D., D.O., or Licensed Clinical Psychologist recommending that you take a reduced course load for this semester	You may do this reduced course load for up to 12 months (3 semesters total). You may not be authorized for employment (on or off-campus) during this time.
<b>Academic:</b> It is my first semester studying in the U.S., and I am having difficulty adjusting to US teaching methods, English language, or reading requirements	Please submit a letter from your academic advisor/ department chair recommending that, due to your difficulties in your first semester, you take a reduced course load	You must be enrolled in at least 6 units; you may do any academic reduced course load only ONCE-- you cannot repeat an academic reduced course load, even for another reason. You may not be authorized for employment (on or off-campus) during this time
<b>Academic:</b> I am on academic probation, and I need a reduced course load to improve my GPA	Please submit a letter for your academic advisor/department chair recommending that, due to your academic probation, you take a reduced course load	
<b>Last semester of coursework:</b> This is my last semester of classes/coursework, and I need less than a full course load to complete my degree. After this semester, I will have completed my degree, and will have no units left to take.	Please have your academic advisor or department chair complete and sign the bottom of this form	
<b>Working on Project/Thesis/Comprehensive exam:</b> I am working on my Project/Thesis/ Comprehensive exam, and after this semester, I will have completed my degree, <b>OR</b> after this semester I will <b>only</b> have the second/additional part of my project or thesis remaining to complete.	Please have your academic advisor or department chair complete and sign the bottom of this form	This can be repeated as needed for students who have multiple parts to their project/thesis, or who are required to extend their project/thesis/comprehensive exam. You may not do CPT while you are on an extension of your project/thesis.

**Last Semester:**

\_\_\_\_\_ plans to complete his/her degree by the end of \_\_\_\_\_, and needs less than a full course  
 Student Name This Semester  
 load to complete his/her degree.

**Working on Project/Thesis/Comprehensive Exam:**

\_\_\_\_\_ is working on project/thesis/exam only and will have no other classes to take after \_\_\_\_\_  
 Student Name This Semester  
 other than additional units of project/thesis only. This student will have no coursework remaining after this semester, and needs less than a full  
 course load to complete his/her degree.

**Department Chair/Academic Advisor:**

Print Name \_\_\_\_\_ Sign \_\_\_\_\_ Date: \_\_\_\_\_

Email Address \_\_\_\_\_ Ext. \_\_\_\_\_