ACADEMIC REDUCED COURSE LOAD

Processing Time: 3 business days
For use by F-1 and J-1 students
Updated 11/15/2019

F-1 and J-1 students must enroll as full-time students during every quarter of their program of study at UCSB. However, international students at UCSB are eligible to apply for a reduced course load under certain circumstances. To receive approval, students must first complete this form and meet with their college/department advisor. Eligibility is limited and is not guaranteed.

Students who drop below 12 units without prior authorization from OISS will jeopardize their student and immigration status.

Family Name_____ First Name_____ PERM #_____

Phone Number _____ Major _____ Email _____

Level of Study: ☐ Doctorate ☐ Master ☐ Bachelor ☐ Non-Degree (EAP)

Quarter for Reduced Course Load: ☐ Fall ☐ Winter ☐ Spring   Year: _____

Number of Units You Will Have After Dropping: _____ Expected Graduation Date: _____

Reason for Reduced Course Load (select one of the following):

☐ Final quarter for undergraduates to graduate with Bachelor's Degree

☐ Initial difficulties with the English language and/or with reading requirements (must still be enrolled in at least 6 units).

☐ Withdrawal from a course due to improper course level placement (must still be enrolled in at least 6 units).

☐ Unfamiliarity with American teaching methods (must still be enrolled in at least 6 units).

Explanation (Required)
_____
_____

Student Certification (Required):

This is to certify that I am instructing the UCSB Office of International Students & Scholars to update my SEVIS record to reflect authorized part-time study for the reason indicated above.

I understand that I am allowed to study part-time (less than 12 units) for one term at this level of study and that I must remain enrolled in at least 6 units after being approved (unless it is the final quarter before graduation). For the rest of my program of study at UCSB, I acknowledge that I am required to enroll in a full-time course load the following quarter and each quarter until I graduate.

Student Signature: _____ Date: _____

Advisor Verification (Required): **College Advisor** (Undergraduates) or **Academic Advisor** (Graduates)

I am aware of the circumstances above and have discussed the impact of a reduced course load for the above-named student.

Number of Units Student Will Have After Dropping: _____

Comments _____
_____

College/Department Advisor Name: _____ Title: _____
College/Department Advisor Signature: _____ Date: _____

OISS Processor

Name _____ Date _____

Signature _____ Entered in BLUE ☐   Entered in ISSM ☐

OISS | 3130 Student Resource Building | (805) 893-2929 | oiss@sa.ucsb.edu | www.oiss.ucsb.edu

UCSB

UC SANTA BARBARA
Office of International Students & Scholars

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F-1 and J-1 students must enroll as full-time students during every quarter of their program of study at UCSB. In order to drop below full-time enrollment, international students must receive prior authorization from OISS. This is done through requesting a reduced course load. Authorization is not automatic and not every student is eligible for a reduced course load.

Reason for Academic Reduced Course Load Request:

- It is your final quarter to graduate with your Bachelor's Degree (undergraduate students).
- You are finishing your final coursework before your thesis/exams or it is your final quarter (graduate students).
- You are having initial difficulties with the English language and/or with reading requirements
- You are experiencing unfamiliarity with American teaching methods
- You have been improperly placed in a course level that is too high

Please note the following:

- Students must already be enrolled full-time prior to submitting their request.
- Students requesting a Reduced Course Load must still be enrolled in at least 6 units, unless fewer than 6 units are required to complete your program
- A reduced course load for academic reasons may only be approved once during your academic program.
- Getting a bad grade in a course does not make you eligible for a reduced course load. You may want to explore the Pass/Not Pass grading option when you are uncertain how well you will do in a class or when you do not want a class to count toward your GPA.
- If one of your final courses is an online course, then you will need to ask OISS about current online course requirements for Reduced Course Loads.
- Students will need to wait until their first pass time to apply for a Reduced Course Load.

Application Process:

1. Meet with your college/department advisor to determine your eligibility for a reduced course load and the possible impact of part-time enrollment on your program of study.
2. Complete and obtain the advisor's signature on the Reduced Course Load Request Form.
3. Submit your form to the International Student Advisor for review.

Approval of Reduced Course Load:

If your request is approved, you will receive your Reduced Course Load Request Form back, complete with an International Student Advisor's signature to indicate that it was approved. You should keep the approved form with your records as proof that you were authorized to drop below full-time enrollment. You may then log into GOLD and drop the appropriate course(s).