



## Request for Reduced Course Load

Term: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Mt. SAC ID: \_\_\_\_\_

Date of Birth (Mo/Day/Yr) \_\_\_\_\_ Phone Number: \_\_\_\_\_ Approved # of units: \_\_\_\_\_

International students in F-1 immigration status are required to be registered as full-time (12 units) students every semester. If the student has been admitted to the college for the summer session, they must also meet a full-time requirement of at least 4.0 units. Failure to register or to maintain full-time enrollment will result in the loss of F-1 status.

**To the International Student:** You do not have permission to drop below a full course load until after you receive written permission in the form of an email from International Admissions.

To be completed by the International Student Counselor (check one):

\_\_\_ **Academic Reduced Course Load** This can only be used once during entire program level of study. Please check one of the options below and provide comments to document the reason (if necessary). (Student must be enrolled in **6 units** minimum)

- \_\_\_ Student is having difficulty with reading requirements or other English language requirements
- \_\_\_ Student is unfamiliar with U.S. teaching methods
- \_\_\_ Improper course level placement

\_\_\_ **Medical Reduced Course Load** The student has a verifiable medical condition and cannot take/complete 12.0 units. Documentation from a medical doctor, doctor of osteopathy, or licensed clinical psychologist. (Please refer to *Guidelines for Physician's Letter*)

\_\_\_ **Final Semester Reduced Course Load** Student will transfer and/or complete a degree. If approved, student should not plan to continue at Mt. SAC for the following term.

- \_\_\_ Associate Degree requirements will be met
- \_\_\_ Minimum transfer requirements will be met

Comments \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

For Designated School official only: Approved Academic RCL  Denied Academic RCL

DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES FOR PHYSICIAN LETTER

**Sample Letter:** Your physician might use this as a template for writing the letter. The sample includes all information required to receive an authorization. Letter must be written on formal letter head from the office of the physician.

*Student First/Last Name*

*Date of Birth*

*Today's Date*

*Ms. XX is a patient currently under my care, who has a medical condition which prevents her from pursuing full-time studies for the Fall/Spring 2017/18 semester. As her physician, it is my recommendation she be allowed to register for only 3 semester hours during the semester. It is expected that she will be able to resume full-time studies during the Spring/Fall 2017/18 semester.*

*Physician Name and Signature*

### **A Note to Pregnant Students or Students Who Have Recently Had a Baby:**

Most people understand how difficult and challenging it is to be pregnant and recover from childbirth. However, aside from such things that threaten the health or life of baby or mother, or complications experienced during delivery the USCIS may take a different point of view. While Otis will not second-guess any recommendations provided by a qualified physician, we urge students to use caution when requesting authorization for a medical condition that relates to pregnancy or childbirth. Such things as breastfeeding and getting no sleep, or even a “normal” pregnancy, may present challenges, but it is not clear that the USCIS will really view these as “medical conditions” should they ever have reason to review the situation of a student who has received such authorization. It may be helpful as a guide to remember that U.S. law, through the Family Medical Leave Act, protects American workers’ jobs only up to 12 weeks maximum. To be safe, you may want to use 12 weeks as your guide, unless you have a real medical condition that prevents you from enrolling full-time. If you wish to be granted authorization based on pregnancy or childbirth, you are strongly advised to discuss your situation with a DSO adviser first.