



Application for Reduced Course Load (ARCL) Form

THIS FORM MUST BE SUBMITTED TO THE ISC BY THE SCHEDULE ADJUSTMENT DEADLINE.

Per US immigration regulations, all F-1 and J-1 students must maintain full-time enrollment each semester (**Bachelor's = minimum 12 units, Graduate = minimum 9 units**). Exceptions must be **PRE-APPROVED** by the ISC. Complete this form (including the appropriate signature and/or supporting documents) and upload it to the [ISC's Reduced Course Load Request Form](#) by the Schedule Adjustment Deadline. Allow 7 business days for review. You will be notified by email of the ISC's decision.

Name _____ Red ID# _____
Last Name First Name

Major _____ Degree Level: Bachelor's Master's Doctorate

Requesting Reduced Course Load for: Fall _____ Spring _____ # of SDSU Units this Semester _____
Year Year (# you will be enrolled in if ARCL is approved)

Expected Term of Graduation: Fall _____ Spring _____ Summer _____
Year Year Year

Check the reason that you are requesting a reduced course load:

All students must meet with an ISC Advisor for Reasons #1 - 4
<input type="checkbox"/> 1. Initial difficulties with the English language and/or with reading requirements. Academic Advisor signature required below.
<input type="checkbox"/> 2. Unfamiliarity with U.S. teaching methods. Academic Advisor signature required below.
<input type="checkbox"/> 3. Medical condition. Upload written statement from a U.S. licensed medical doctor or U.S. licensed clinical psychologist.
<input type="checkbox"/> 4. Withdrawal from a course due to improper course level placement. Academic Advisor signature required below.
<input type="checkbox"/> 5. Final semester for undergraduate students pursuing a Bachelor's degree.
<input type="checkbox"/> 6. Final semester of substantive courses for graduate students pursuing a Master's/Doctoral degree. Academic or Department Advisor Signature required below.
<input type="checkbox"/> 7. Teaching or Graduate Assistantship required as part of a scholarship, fellowship, or assistantship. Upload written statement of Assistantship position from academic department. Academic or Department Advisor Signature also required below with explanation that they support the Reduced Course Load for the reason of Teaching or Graduate Assistantship.
<input type="checkbox"/> 8. Enrollment in: <input type="checkbox"/> 799B Thesis Extension <input type="checkbox"/> 799C Comprehensive Exams. Academic or Department Advisor Signature required below.

REQUIRED COMPLETION BY STUDENT

Explanation: _____

Student Signature _____ Date _____

REQUIRED COMPLETION BY ACADEMIC OR DEPARTMENT ADVISOR (Reasons 1, 2, 4, 6, 7, and 8 only)

Explanation: _____

"I am aware of the circumstances above, have reviewed the educational implications, and recommend reduced course load this semester."

Academic/Department Advisor Signature _____ Date _____
Print Name and Title _____
College/Department _____ Phone# _____