



Reduced Enrollment Request

This Section is to be Completed by the Student

Date: _____ Student ID: _____ Semester & Year: _____

Name: _____

The U.S. Citizenship & Immigration Services (USCIS) regulations require an international student to be registered full-time every semester. Keck Graduate Institute has determined full-time status to be 12 units (10.5 for Ph.D. students); all international students must enroll full-time unless authorized to drop below by their department's Program Chair, Registrar's Office and International Student Advisor.

This Section is to be Completed by Department Chair

Students may drop below a full-time course load for only one of the following reasons. If you are unsure of which category to choose, please contact the International Student Counselor.

Student will be taking _____ units. Reasons for taking less than a minimum course load:

- Improper course placement or sequence (program should take steps to remedy this by following term)
- Initial difficulties with English language or reading requirements (these can only be used for students new to the US in their *first* semester at KGI)
- Unfamiliarity with American teaching methods
- To complete course of study in current term (no additional units needed to graduate)
- Medical Illness (note must be provided by licensed Medical Doctor, Doctor of Osteopathy, or licensed clinical psychologist. No other notes can be accepted.)

Department Chair Name

Department Chair Signature

Date

Registrar Name

Registrar Signature

Date

Student Signature

Date