

PETITION FOR REDUCED STUDY LOAD

Please return petition to: Office of Instruction & Student Affairs, 260 Mulford Hall
Berkeley, CA 94720-3100 • Tel: (510) 642-0542 • Fax: (510)-643-3132

This form is due by the Friday of the third week of instruction.

Student name (please print) _____

Student ID Number _____

Email address (required for response) _____

Phone number _____

Major(s) _____

Semester for reduced study load:

☐ Fall ☐ Spring Year: _____

CURRENTLY ON DEGREE LIST FOR:

☐ Fall ☐ Spring ☐ Summer Year: _____
☐ Not on a Degree List

TOTAL UNITS FOR REDUCED STUDY LOAD:

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PROPOSED SCHEDULE:

Courses	Units

Courses	Units

REASON:

☐ Graduating Senior completing remaining requirements.

☐ Other (If additional space is needed, use the back of this form or attach separate documentation):

Student Signature _____

Date _____

Academic Advisor's Signature _____

Date _____

PLEASE NOTE:

- You may request a reduced study load on the basis of degree candidacy only once.
- Students on the degree list may enroll in as few or as many units as needed for graduation. However, we caution you that while the college may approve a reduced study load for degree candidacy, should you require verification for financial aid, insurance purposes, credit cards, etc., you will not be considered a full-time student.
- If your CalCentral does not reflect the correct expected term for graduation, you should talk with your academic advisor about updating your Expected Graduation Time (EGT) before submitting this form.

Office Use Only

Request for Reduced Study Load: ☐ Approved ☐ Denied

Processed by: _____ Date: _____ Comments: _____