

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

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. Please write down your current term schedule below.
- 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 must request for graduation at the beginning of the term in which you wish to graduate. You may do so by submitting a Bachelor Degree Candidate Form, available at 260 Mulford.

Office Use Only

Request for Reduced Study Load: Approved Denied
 Processed by: _____ Date: _____ Comments: _____