

Palomar College International Student Office
Request for Permission for Enrollment in Less Than 12.0 Units**

Student's Name: _____ ID Number: _____

Semester: _____, 20____ Date: _____ Number of Units Enrolled: _____

Please check the appropriate reason(s).

- This is my last semester to graduate with an AA degree in _____ (major)
 - This is my last semester before transferring to a four-year institution.
 - This is my last semester to graduate with a certificate of achievement in _____ (major).
 - I need to take additional courses, but they are not offered this semester (my final semester to complete the program is next semester).
 - I have a medical condition, for which my physician recommends me to be a part-time student this semester (documentation required)* **Each semester a student MUST see the International Student Counselor and submit a new physician's recommendation letter.**
 - This is my first semester and I find it difficult to keep up with the courses requirements because of my language ability.
 - Other reason (please specify)*: _____
-
-

*** Each semester a student MUST see the International Student Counselor and fill out a new form for special issues that require students to be under-enrolled in less than 12 units.**

International Student Counselor's Comments

- I have verified that the above student needs less than 12.0 units to complete his/her requirements for an AA degree/Certificate of Achievement/transfer to a four-year institution.
- I have verified that the student's additional course(s) required to complete the program is/are not offered this semester. I have also verified that the student's final semester is next semester.
- I have verified that the student has a medical condition, for which s/he has a physician's recommendation for lesser course load for this semester. I am attaching the recommendation letter sign by the physician to this form.
- I have counseled the student on other issues which make him/her eligible to be under-enrolled this semester. I am recommending that s/he be allowed to be less than 12.0 units for this semester*.

* Additional comments to support your decision on your recommendation: _____

Counselor's Signature: _____ Date: _____

**** The final permission for under-enrollment will come from the International Student Office.**

Office Use Only _____

Date received: _____

- Approved Not Approved