



## Request for Reduced Course Load Due to Thesis or Comprehensive Exam (Graduate Students ONLY)

All international students on F-1 and J-1 status are required to be enrolled full time during the academic year. Graduate students must maintain 12 units or equivalent (8 units of 500-level courses). Graduate students in the College of Engineering, Computer Science and Technology are considered full time with 8 units.

USCIS regulation allows students to be enrolled less than full time ONLY in specific situations. **Prior approval** from the International Office is required before a student can drop below a full course load. Students who fail to obtain approval will be considered out of status and the violation will be reported to U.S. Department of Homeland Security. All requests must be submitted to the International Office no later than the **ADD DEADLINE** of the term.

*An email will be sent to students providing approval or denial of this request within 5 business days after submission. Students with approval from the International Office must also satisfy their college's requirements and procedures for dropping a course, either through GET or by filing a petition.*

In order to submit Request for Reduced Course Load for due to thesis or comprehensive exam:

- Student must enroll in one of the following classes: **596, 597, 598, 599, or 900.**
- Student must attach copy of study list showing the class enrollment.

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**TO BE COMPLETED BY STUDENT:**

Name: \_\_\_\_\_ CIN: \_\_\_\_\_  
Family/Last First Middle

Major: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested for:  Fall  Winter  Spring Year: \_\_\_\_\_ Proposed Units: \_\_\_\_\_

**The following courses are equivalent to full time enrollment:**

596 – Comprehensive Exam; 597 – Directed Studies (1 unit); 598 – Directed Studies (1 unit); 599 – Thesis (1 unit); UNIV 900

**Graduate Student Restrictions:**

- Students who have completed ALL coursework requirements and needs additional time to **complete the thesis** must enroll in one (1) unit of 597, 598, 599 or 900 each term (except summer) to maintain full time student status and continuous enrollment at CSULA.
- Students who have completed ALL coursework requirements and needs additional time to study for the **comprehensive exam** must enroll in at least one (1) unit of 597, 598, or 900 each term (except summer) to maintain full time student status and continuous enrollment at CSULA.

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**TO BE COMPLETED BY IO:**

Approve Deny Date Student Notified by Email/Entered on Database: \_\_\_\_\_

IO Counselor's Initials: \_\_\_\_\_ Date Entered on SEVIS: \_\_\_\_\_