



# Request for Reduced Course Load Due to Academic Difficulty

All international students on F-1 and J-1 status are required to be enrolled full time during the academic year. Undergraduates must maintain 12 units. 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 academic difficulty:

- Student must enroll in at least 6 units.
  - Student must resume full course load in the next quarter.
  - Student may use this exception only **ONCE** per degree level. If a student previously authorized to drop below full course of study due to academic difficulty, s/he will not be eligible for a second reduced course load due to academic difficulty.
  - Student must be within her/his first year of studies in the degree program.
- ❖ Student requesting for enrollment for less than full time due to English difficulties is highly advised to work with their academic advisor to discuss options of improving their English proficiency.

**TO BE COMPLETED BY STUDENT:**

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

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

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

**TO BE COMPLETED BY ACADEMIC/DEPARTMENT ADVISOR (please check one):**

\_\_\_\_\_ **Initial difficulties with English language and/or reading requirements**

\_\_\_\_\_ **Unfamiliarity with US teaching methods**

\_\_\_\_\_ **Withdrawal from a course due to improper course level placement**

I am aware of the circumstances above, have reviewed the educational implications with the student, and recommend the student to enroll \_\_\_\_\_ units this term.

Advisor's Name (Print)/Title \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Telephone No. \_\_\_\_\_

**TO BE COMPLETED BY IO:**

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

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

# Request for Reduced Course Load

## Alternatives to Dropping a Course

The following options are available to F-1 students without the International Office authorization. Students should see their department academic advisor for more information.

- **CHANGE TO A NEW COURSE:** Drop an unwanted course and add a new one in GET or by petition BEFORE deadlines posted in the Schedule of Classes.
- **SWITCH TO 'CREDIT' OR 'NO CREDIT':** If available, change the grading from the traditional grade to "Credit" or "No Credit".
- **'INCOMPLETE':** If available, get instructor's consent to receive an "Incomplete", which can be completed in the following quarter. An "Incomplete" may be used to satisfy the immigration requirement of full time enrollment for that enrolled term.
- **COMPLETE AND RE-TAKE THE CLASS:** Finish the course in the current quarter and re-take it in a later quarter. You should consult with your department academic advisor how this would affect your overall Grade Point Average and transcripts.

**SPECIAL NOTE:** FAILURE TO COMPLETE A CLASS AND RECEIVING "UNAUTHORIZED WITHDRAWAL" ("WU") OR WITHDRAWAL ("W") MAY NOT BE USED TO SATISFY THE IMMIGRATION REQUIREMENT OF FULL TIME ENROLLMENT.

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