



Request for Reduced Course Load Due to the graduate student's final coursework before 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 performing out of classroom activities in conjunction with academic coursework:

- Student must be in the last term of coursework. Student must enroll in Comprehensive exam or thesis the following quarter (except Summer). Otherwise, the student is in violation of his or her status.

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:

Student is performing out of classroom activities in conjunction with academic coursework, and s/he is expected to complete all degree requirements in _____ (quarter)/ _____ (year).

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: _____