AUTHORIZATION FORM TO DROP BELOW FULL COURSE OF STUDY

SECTION I

Student Section

Date (mm/dd/yy): __________
First Name: _________________________     Last Name: ____________________________
Sac State ID #: ______________________       SEVIS ID # (optional): ____________________
E-mail address: ________________________________________       Telephone #: ____________________________

Please check all that apply:
 Undergraduate
 New Student (1st Year)
 Transfer (from U.S. school)
 Graduate
 Continuing Student

Semester I am requesting reduced course load:  
 Fall   __________
 Spring ________
VISA:  
 F1
 J1

Approved reasons for authorization to drop below (See back for more details):
 Medical (Must have recommendation from a medical professional)
 Improper course placement (Section II required)
 Initial English language difficulties (Section II required)
 Initial unfamiliarity with American teaching methods
 Last semester of academic program (Section II required)

Other reduced course load requests:

 Concurrent enrollment (Must provide verification of enrollment at time form is submitted)
 Graduate student working on dissertation, thesis, project, or comprehensive exams (Section II required)
 Full-time per Department
 Other (Section II required)

Student explanation (attach additional typed sheet, if needed): ____________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Student’s signature: ________________________________________________________                   Date: _______________

SECTION II

Academic Advisor, Department Chair, or Graduate Coordinator Section

Recommendation:  
 Recommend approval  
 Do not recommend approval

Comments: ____________________________________________________________

Name: __________________________________________________________

Title: __________________________________________________________

Department: ________________________________  Signature: _____________________  Date: _______________

Telephone #: ( ) ________________________________  E-mail address: ____________________________

FOR IPGE OFFICE USE ONLY

 Enrollment checked
 Petition approved
 Petition denied

IPGE Staff Signature: ____________________________________________________  Date: ______________
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QUALIFICATION CRITERIA

Immigration regulations require that an international student be enrolled full-time during each semester. Full-time enrollment requires **12 semester units for undergraduates** and **9 semester units for graduates**. Please note that courses you audit or any incompletes that you are working to finish do not count toward the full-time enrollment requirement for immigration purposes. In addition, federal regulations limit only **one (1-5 units) online/web course** to count toward full-time enrollment requirement for immigration purposes.

According to 8 CFR (Code of Federal Regulations) § 214.2(f) (6) (iii), the Designated School Official (DSO – the International Student Advisor and staff in IPGE have this designation) may allow an F-1 and J-1 student to engage in less than a full course of study only under the criteria listed below:

- **Medical Condition** – A letter written by a licensed medical doctor, or a licensed clinical psychologist on their professional letterhead stating that a specific (explained) illness or medical condition compelled the student to reduce or interrupt (state which one) his/her full course of study. The letter should include the semester involved and the number of the unit reduction.
  - An F-1 or J-1 student must apply and be approved by IPGE prior to dropping the course(s).
  - An F-1 or J-1 student may receive a medical condition reduce course load for a maximum of 12 months per degree level but must be approved each semester.

- **Academic Difficulty** – Federal Regulations list authorized reasons for Academic difficulty as (1) Initial difficulties with the English language, reading requirements, or unfamiliarity with U.S. teaching methods and (2) Improper course level placement.
  - An F-1 or J-1 student must apply and be approved by IPGE and their department prior to dropping the course(s).
  - An F-1 or J-1 student must register for a minimum of 6 semester units.
  - An F-1 or J-1 student can only be authorized for an academic difficulty reduce course load once during each academic level (Bachelor’s, Master’s). An initial difficulty reduce course load can only be approved during an F-1 or J-1 student’s first year in the U.S.

- **Final Term** – IPGE must be notified by completing the reduce course load form if a student is completing their final semester. If a student is unable to graduate within the semester for which a request for a final semester reduce course load was made, they will need to report to IPGE as soon as possible.
  - An F-1 or J-1 student must apply no later than the last day to drop courses.
  - An F-1 or J-1 student may receive a Final Term reduce course load during their final academic semester only.

- **Graduate student working on thesis, project or comprehensive exams** – IPGE requires the completed form along with an authorized signature from the student’s major department. Student must be enrolled in requisite thesis/project units.

Please note that a lack of financial support does not constitute a valid reason to reduce your course load. Please also be aware that lack of course availability or inability to obtain required course is not a valid reason for a reduce course load.

For questions or concerns regarding the reduced course load procedures, please contact International programs and Global Engagement: intlprg@csus.edu