AUTHORIZATION FORM TO DROP BELOW FULL COURSE OF STUDY

SECTION I

Last Name: ........................................ First Name: .................................... ID: ................................ Today’s Date: ........................

Phone Number: .............................................................. Email: ..................................................................................................

Please check all that apply:  □ Undergraduate  □ Graduate

Semester I am requesting reduced course load:  □ Fall ...................... □ Spring ...................   VISA:  □ F1  □ J1

Number of Units Enrolled this semester:  .................... Number of units of classes enrolled that’s online ....................

(Only 1 (1-5 unit) online class will count towards full time enrollment of 12 units as undergraduate and 9 units as graduate students)

Approved Reasons for Authorization to Drop Below (see second page for details):

□ Medical (Must have a licensed doctor note specifying: “Due to the medical condition, it’s recommended student take XX number of units this semester)

□ Improper course placement (Section II required)

□ Initial English language difficulties (Section II required)

□ Initial Unfamiliarity with American Teaching Methods (Section II required)

□ Last Semester of academic program # of units ______. (Must be at least one face to face class on Fresno State campus) (Section II required)

Student’s Explanation (attach additional typed sheet, if needed):  ........................................................................................................

......................................................................................................................................................................................................

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: .................................................................................

Phone Number: ....................................................................................................... Email: ............................................................................

FOR INTERNATIONAL OFFICE USE ONLY

□ Petition Approved

□ Petition Denied

International Office Staff Signature: ................................................................. Date: __________________________
AUTHORIZATION TO DROP BELOW FULL COURSE OF STUDY

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 Student Immigration Specialist and staff in INTERNATIONAL OFFICE 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 INTERNATIONAL OFFICE 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 INTERNATIONAL OFFICE 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 program level (Bachelor’s, Master’s). An initial difficulty reduce course load can only be approved within an F-1 or J-1 student’s first year in the U.S.

- **Final Term** – INTERNATIONAL OFFICE 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 INTERNATIONAL OFFICE 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** – International Office 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 California State University, Fresno’s International Student Services: intlstudentservices@csufresno.edu

January 2020