



Information: All students planning to enrolled in less than a full course of study must obtain PRIOR authorization to maintain status with USCIS. A new request must be submitted for reauthorization if a student is requesting a waiver for more than one (1) term. It is the student's responsibility to complete a Leave of Absence form with their department or the Office of Registrar.

Directions: Please include all verifying documents with this form and use the comment section to provide specific details.

1. Student Information ***Please write clearly***

Form with fields for Family Name, Given Name, Student ID#, Gender, Cell/Home#, Email, US address, Apartment, DOB, City, State, Zip Code, Program, Major, TERM, and YEAR.

Decision will be available after 12pm on the 5th business day of your request.

2. Select Reason *Student must submit all verifying documentation with this form*

Form with four checkboxes: Graduating this quarter, Vacation Quarter, Medical Condition, and Out of the Country, each with associated requirements.

Faculty Advisor Approval Required

Form for Faculty Advisor Approval with sections for Academic Difficulty, Master Program Culminating Course or Undergraduate Concurrent Enrollment, and signature fields.

3. Signature: _____ Date: _____

OFFICE USE ONLY section with fields for Registration, Graduation Check, Health Insurance Expires, CISP Holds, Status in SEVIS, Notes, and Decision.



Attention Students: Read the following options and select the one that fits your situation. These are the only exceptions to enroll in less than a full course of study with USCIS. Students are also required to complete a Leave of Absence form with their department if they are taking a year (undergraduate) or one quarter (grad) off.

FULL-TIME COURSE LOAD REQUIREMENT

ACADEMIC LEVEL	MINIMUM COURSE LOAD
English Language Program	All Core Classes
SA USA/ APP	12 units per quarter
Undergraduate	12 unites per quarter
Graduate	8 units per quarter

Only one online class can be used per quarter to meet full-time requirement

EXCEPTIONS TO A FULL COURSE OF STUDY

ILLNESS OF MEDICAL CONDITION

A student may waive a full course load or take a quarter off if it is required by a licensed medical doctor, psychologist or psychiatrist. If the student is going through a difficult time in their life (i.e. divorce, family death, etc.) and feel they cannot take a full course load should obtain a note from a licensed psychologist or psychiatrist.

ACADEMIC DIFFICULTY

Initial difficulty with the English language, Unfamiliar with reading requirements, Unfamiliar with U.S. teaching methods, and Improper course level placement are the only acceptable reasons to reduce a course load due to academic difficulty. Each category may only be used the first quarter of the student's program, **not** institution.

LESS THAN FULL-TIME LOAD NEEDED TO GRADUATE

A student may request to waive a full course load in their final quarter of study if they have need to compete fewer courses than the required minimum course load. Undergraduate students are required to enroll in 6 units. Graduate students working on their thesis, project or preparing for the comprehensive exam may also request to waive a full course load. Students can fall out of status if they do not submit a waiver request form with the Center for International Studies and Programs.

QUARTER OFF

Students are entitled to a vacation quarter if they have completed three (3) consecutive quarters in an academic year as a full-time student. A vacation quarter allows students to remain in the U.S. without having to enroll in courses.

Otherwise, to take a quarter off, you must leave the country before classes start and not return before 30 days before next classes start. More than 5 months outside the U.S. cancels the I-20. Then you must enroll in the next available quarter, send plane tickets to request a new I-20 and pay the I-901 fee again.