



**International Student / F-1 Visa Holder Authorization to Drop
Below Full-time Student Status (fewer than 12.0 credit hours)**

REQUEST TO REDUCE COURSE LOAD

I, _____ (student's name), request to reduce my course of study from full-time (12.0 or more credits) to _____ credits. I understand that U.S. Citizenship and Immigration Services requires a full course of study be maintained during my attendance at Cuesta College. Exceptions can be made with the approval of the the Principal Designated School Official (PDSO) or any Designated School Official (DSO), however, it should be understood that all requests are subject to review and approval by U.S. Citizenship and Immigrations Services. Exceptions can only be made on the following basis:

Academic difficulties (8CER214.2(t)(6)(iii) (SEVIS 3.22.3)

A student is allowed to drop **one term only** due to academic problems. With pre-approval, reduction in credits may be made for the following academic reasons: limited English language abilities, reading difficulties, improper course level placement, and/or unfamiliarity with American teaching methods.

The Student and Exchange Visitor Information System (SEVIS) states that a reduced course load (less than 12.0 credits) is allowed for a student experiencing academic difficulties, but only on the basis of the reasons specified in the regulations, as follows:

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper placement in course levels of study during the current term

Medical Problems (AM & 3.22.4) (8CFR214.2(t)(6)(iii)

A student is allowed to drop below a full-course load (12.0 credits) for medical reasons, for only two terms, during the duration of their academic program. The student must provide documentation of the medical condition necessitating the reduction in course load. However, the student must resume full-time student status (12.0 credits) the following term or the student will be out-of-status with their I-20. The following conditions apply:

- Documented illness or medical condition necessitating a reduced course load
- Medical conditions must be substantiated by medical documentation from a licensed medical physician, doctor of osteopathy or licensed clinical psychologist.
- The PDSO must reauthorize the reduced course load each term and update SEVIS.

Last Term of Program of Study (8CFRS 214.z(f)(6)(iii) (AM & 3.22.5) (SEVIS 3.22.2)

A student is allowed to drop below a full-course load (12.0 credits) during his/her last term of study at Cuesta College if the minimum number of credits needed to complete his/her chosen program of study are less than 12.0 credits. A PDSO must authorize the reduction in credits to below full-time status (12.0 credits) and update SEVIS **prior** to the student reducing his/her course load. A student who drops below full-time status without prior approval from the PDSO will be considered out of status. The Department of Homeland Security has the authority to review a PDSO's decision to recommend less than full-time status.

Student Signature: _____ Date: _____

OFFICE USE ONLY: STUDENT SEVIS# _____

Approved Re-print I-20

PDSP/DSO Signature: _____

Denied: Reason _____