California State University, Dominguez Hills
International Student Services

Exceptions to the Full-Time Enrollment Information

The Department of Homeland Security (DHS) requires all F-1 students to maintain a full course of study every semester. Undergraduate students must enroll in a minimum of 12 units. Graduate students must enroll in a minimum of 8 units. ISS is required to report student enrollment information to the DHS each semester.

Only under special extenuating circumstances that fall within USCIS regulations and result in your inability to maintain full time enrollment this semester, you may submit a completed Part-Time Request Form and supporting documents (if applicable) to ISS for review. The deadline to submit the Part-Time Request Form to ISS is the week before the add/drop deadline of each semester. Failure to submit requests by this deadline will affect your student immigration status.

F-1 students should not drop below the full-time enrollment until they have received authorization from ISS. Students who drop below full-time enrollment without the proper authorization from ISS will be considered out of status.

There are only a few exceptions to the full-time enrollment requirement for the Fall and Spring semesters. Each exception has its own criteria, which are outlined in detail below.

Exceptions to the Full-Time Enrollment:

| Academic Difficulty (Can be approved only once per academic program/level.) | Academic difficulty could be due to the following reasons:
| Undergraduate students must enroll in at least 6 units and graduate students must enroll in at least 4 units for the semester they are requesting part-time under this category. | (a) Initial Difficulty with Reading Requirements (First year or new students to CSUDH ONLY)
(b) Initial Difficulty with the English Language (First year or new students to CSUDH ONLY)
(c) Improper Course Level Placement (Must see ISS Coordinator) |
| Illness/ Medical Condition | The Doctor’s letter must include the following:
- Student’s Name
- Semester(s) student can or cannot attend
- Duration of part time or non-attendance
- Explanation of medical circumstances (We do not need to know the details of the student’s medical condition. We just need to know HOW is this medical condition affecting the student’s ability to study at CSUDH)
- Doctor’s letter must come from a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. |
| ISS may authorize a medical Part-time due to a temporary medical condition with an appropriate doctor’s letter recommending the part-time for medical reasons. | *Part-time status for an Illness/medical condition can be granted for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. |
| To Complete Course of Study in Current Term | ISS may authorize Part-time for international students who are in their final semester of study and only have a few units remaining to meet academic program requirements. |
(Final Semester)  * For undergraduate and graduate international students who will be completing their degree in the Summer and have a final class to take, they must take the final class in a traditional, in-class setting. The final class cannot be taken online.

HOW TO APPLY
Once you have carefully reviewed the information from this handout, please come to ISS and meet with the ISS Coordinator to request a part-time request form and to discuss your plans.

CONTACT US
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