

International Student Office

Reduced Course Load Request

USCIS requires F-1 students to enroll in a full course load (12 credits) each semester. F-1 students who drop below full time without prior approval will be considered out of status. F-1 students must submit the Reduced Course Load form along with any applicable documentation to the International Student Office before reducing their course load.

Note: Submission of the RCL form does not automatically grant approval. If additional information is needed, the International Student Office will contact the student and/or advisor for clarification.

Student Information:

SSC ID: _____ SEVIS Number: N _____

Last Name: _____ First Name: _____

Education Information:

Degree (AA, AS, BS): _____ Expected Graduation: _____

Semester/Year for which you are requesting a Reduced Course Load: _____

Reason for Reduced Course Load Request:

Academic Difficulty: *First semester only due to unfamiliarity with US teaching methods, initial difficulty with the English language, or initial difficulty with reading requirements. Student must remain in at least 6 FTF credits.*

Medical Reasons: Reduced or no course load due to extreme illness or medical condition for one semester. Students may not exceed an aggregate of 12 months of medical reduced course load per academic level and documentation must be submitted each semester.

- *Documentation required: Formal documentation from medical doctor (M.D.), doctor of osteopathy (D.O.), or licensed clinical psychologist required. Documentation must be on letterhead, substantiate the illness or condition, indicate the course load the student is recommended to maintain, and be signed by the licensed medical professional.*

Completion of Course of Study: Final semester only if the student needs less than 12 credits to graduate.

- *Documentation required: Grad check*

Student Name: _____ Signature: _____ Date: _____

THIS PORTION COMPLETED BY ACADEMIC ADVISOR

Make sure to add a 3C comment in PeopleSoft that you have completed an RCL form with the student.

I have discussed the above circumstances with the student and recommend the student carry less than the full-time course load required.

Advisor Name: _____ Signature: _____ Date: _____

Approved and Processed in SEVIS: DSO Signature: _____ Date: _____