Reduced Course Load (RCL) Request Form

Enrolling for less than a full course load without PRIOR approval from International Student Services (ISS) can result in a loss of immigration status.

Today’s Date: ___________________________  Student ID: ___________________________
Last Name: ___________________________  First Name: ___________________________

Indicate the quarter & number of credits for which you are requesting a reduced course load:
Year: __________  ☐ Autumn  ☐ Winter  ☐ Spring  ☐ Summer
Credits: __________

Indicate the reason for your reduced course load:
☐ Final Quarter of Study / Graduation
☐ Illness or Medical Condition (requires Licensed Medical Doctor’s Recommendation only)
☐ Academic Difficulties (choose only one): Course Name/Section: _______________________
 ☐ Initial difficulties with the English language  ☐ Initial difficulties with reading requirements
 ☐ Unfamiliarity with U.S. teaching methods  ☐ Improper course level placement

Student’s Signature: I have read and I understand the instructions on the reverse side of this form. Date: __________________________

Recommendation from Your Academic Advisor: As the student’s academic advisor, I have discussed the above circumstances with the student, reviewed the educational implications, and recommended that the student’s exception from the full course of study be approved.
Signature: ___________________________ Date: __________________________
Name & Title: ___________________________________________ Department: ________________

Recommendation from a Licensed Medical Doctor, Doctor of Osteopathy or Clinical Psychologist:
Federal law requires international students on an F-1 visa to take a full course load during their studies in the U.S. This is 12 credits for undergraduates and 10 credits for graduate students. However, regulations can allow students to take less than a full time course load for medical condition reasons. In such a case the student must have support documents signed by a medical doctor or licensed psychologist that documents the condition. ISS asks for your assistance in this matter. If upon evaluation of the student, you can confirm that the student’s academic performance is negatively impacted by a medical condition (Physical or Psychological), please confirm that you recommend a reduced course load for that reason by:
1) Completing the information below.
2) Attaching a letter of support. The letter must recommend that the student be allowed to drop below a full course load based on the medical condition, however details about the condition is not required to be provided. The letter must be printed on letterhead with original signature.

☐ RECOMMEND A REDUCED COURSE LOAD FOR MEDICAL REASONS
☐ RECOMMEND WITHDRAWL FROM ALL COURSES FOR MEDICAL REASONS
☐ DO NOT RECOMMEND A REDUCED COURSE LOAD

Name: ___________________________ Signature: ___________________________
Credential and Title: ___________________________ Facility: ___________________________
Date: ___________________________ Phone: ___________________________ Email: ___________________________
**Full Course of Study Requirement:**

Immigration regulations require all international students on an F-1 visa to pursue a full course of study each quarter to maintain lawful status. A "full course of study" is 12 or more credits per quarter for undergraduates, and 10 or more credits per quarter for graduate students.

A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by the student’s academic advisor or medical doctor as well as International Student Services.

**Acceptable Reasons for a Reduced Course Load:**

1) **Final Quarter of Study / Graduation**
   For students who has less than 12/10 credits required to complete their degree at the end of the quarter for which the reduced course load is requested. The student may be approved to register for only the number of credits required for graduation, but may not take “0” credits.

2) **Academic Difficulties**
   Academic difficulties can be used only once per degree level to receive a reduce course load. Student must maintain half-time enrollment (minimum 6 credits) and must resume a full course of study in the next available quarter in order to maintain status.

3) **Illness or Medical Condition**
   If a student has an illness or medical condition, a student can request to enroll less than full time (0 credits may be possible). An aggregate of 12 months of medical leave per degree level may be taken. The student must request a reduced course load along with current medical documentation in order to register each quarter.

   Student should have this form completed and signed by a licensed medical doctor, and attach a written letter of support printed on letterhead with original signature from the doctor.