



Request for Reduced Course Load (RCL) For Academic Difficulty

PART ONE: Completed by Student

Name of Student: \_\_\_\_\_ T Number: \_\_\_\_\_

Semester for which reduced course load is requested: \_\_\_\_\_

Have you received reduced course load in the past?  No  Yes If yes, when was RCL authorized? \_\_\_\_\_

Federal regulations require that all F-1 and J-1 international students maintain the following minimum enrollment during the fall and spring semesters:

IELP Students

Undergraduate Students

Graduate Students

Full-time as defined by the IELP, includes summer semester

12 credit hours with a minimum of 9 credits in person

9 credit hours with a minimum of 6 credits in person

The Department of Homeland Security (DHS) does recognize certain situations where student may be authorized for reduced course load. Valid reasons include a medical condition, improper course level placement, initial difficulty with English language or American educational system, concurrent enrollment, or the student's final semester.

Imminent danger of failing a course is not a sufficient reason for dropping below full-time enrollment.

The possible reasons for dropping below full-time course load for academic difficulties are listed on page two of this form. Work closely with your professors and academic advisor to avoid dropping your course. However, if all avenues have been pursued, there may be circumstances in which a recommendation for reduced course load may be necessary.

Minimum of 6 credit hours with RCL approved for academic difficulty. Reduced course load for academic difficulty does not permit you to drop all or even most of your courses. If approved, you will have authorization to drop a specific course or courses as noted on page two of this form.

Submitting form does not guarantee approval. An advisor will review the request for RCL. If student meets eligibility for RCL, advisor will update student's SEVIS record with authorization for RCL. F-1 students will receive an updated Form I-20. J-1 students will receive a notice in writing from an International Student Advisor stating that you are authorized for RCL. Reduced Course Load is not approved without written permission from an International Student Advisor.

Approval does not drop course or remove tuition. After receiving approval to drop the selected course, you must visit the Office of Records to drop the course. Dropping a course does not necessarily remove your tuition and fee charges. Check the university deadline for receiving full, partial, or no tuition refund.

When you have read the statements above and believe that you meet the conditions of reduced course load, sign below. Complete page two and return to International Student Services before the deadline mentioned above.

Student Signature

Date



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PART TWO: Academic Advisor's Recommendation

Name of Student: \_\_\_\_\_ T Number: \_\_\_\_\_ Semester \_\_\_\_\_

Recommendation for to drop (course name and number) \_\_\_\_\_. Advisor initials: \_\_\_\_\_

Please note that imminent danger of failing a class is not a permissible reason for reducing the course load. Recommendations must fit within one of the following options:

[ ] The student has initial difficulties with the English language (first term only). Please give a detailed explanation of the student's academic difficulty and your reasons for recommendation.

\_\_\_\_\_  
\_\_\_\_\_

[ ] The student has initial difficulties with reading requirements (first term only). Please give a detailed explanation of the student's academic difficulty and your reasons for recommendation.

\_\_\_\_\_  
\_\_\_\_\_

[ ] The student has unfamiliarity with American teaching methods. Please give a detailed explanation of the student's academic difficulty and your reasons for recommendation.

\_\_\_\_\_  
\_\_\_\_\_

[ ] The student has been placed in the improper course level due to an advising error. Please give a detailed explanation of the student's academic difficulty and your reasons for recommendation.

\_\_\_\_\_  
\_\_\_\_\_

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Email Address \_\_\_\_\_

International Student Advisor Decision

[ ] Approved for \_\_\_\_\_ (number of) credits for the requested semester.

[ ] Denial reason: \_\_\_\_\_

International Student Advisor: \_\_\_\_\_ Date: \_\_\_\_\_