



Request for Reduced Course Load (RCL) For Final Semester

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.

Shortening Program End Date: When a request for reduced course load for the final semester is approved, an International Student Advisor will shorten the program end date to the end of the semester.

Program Not Completed As Expected: Every effort should be made to complete the program by the end of the semester if a reduced course load is given. However, if the program is not completed as expected, the student must submit a request for program extension one month prior to the new program end date. Student will be expected to enroll full time in the following semester as a second RCL for final semester cannot be granted a second time. If you are a Master's or Doctoral student that has completed all coursework and has research credits only remaining, please view the Academic Advisor's Verification of Enrollment - Thesis/Dissertation Hours form to see if it more appropriately fulfills your situation.

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.

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

Request for Reduced Course Load

University of Arkansas at Little Rock

2801 S. University Ave Education 101 Little Rock, Arkansas 72204-1099

(O) 501.683.7566 (F) 501.683.7567 ualr.edu/international



For Final Semester

PART TWO: Academic Advisor's Recommendation

Name of Student: _____ T Number: _____

Semester for which reduced course load is requested: _____

The student has verified through an end of degree program check that he or she **needs fewer than the Indicated minimum number of hours** to complete the degree program. The student will enroll for these hours and will be able to complete the program by the end of the semester for which reduced enrollment is requested.

Student has an active Graduate Assistantship position.

NOTE: If current program end date is beyond the requested semester, the immigration record will be shortened to the last day of finals for the requested semester.

Comments: _____

Recommendation for _____ (number of) credits for the requested semester. Advisor initials: _____

Print Name	Signature	Email Address
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International Student Advisor Decision

Approved for _____ (number of) credits for the requested semester.

Denial reason:

Program end date shortened to _____. Ineligible for future RCL for final semester.

International Student Advisor: _____ Date: _____