

## Reduced Course Load (RCL) for Undergraduates

F-1 students are required to maintain full-time student status every semester they are in the United States. Undergraduate students are expected to complete 12 credits of course work during each academic semester to be considered full-time. International students must be enrolled full-time, which means a minimum of 12 credits to maintain their immigration status. Students may have additional hours that are academically required by their department. The following form must be completed and delivered for approval to the International Programs Office and the Office of the Registrar before reducing your course load (RCL) below full-time hours.

1. For valid academic difficulties (allowed only in one semester during an entire degree program)
2. Medical excuse (allowed for a maximum of 1 year during an entire degree program and only with supporting medical documentation)
3. Final semester (If you fail to graduate, you may need to apply for reinstatement)

*Reduced course load may involve the loss of resident tuition based on an assistantship, a scholarship or grant. These benefits usually require completion of full-time hours.*

### STUDENT INFORMATION

Name: *(Exactly as it appears on your passport)*

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Student ID Number:

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Telephone:

Email:

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### I AM APPLYING FOR A REDUCED COURSE LOAD FOR THE:

- fall semester  
 spring semester  
 summer semester

of 20\_\_\_\_\_.

I will have a total of\_\_\_\_\_ credits for the:

- fall semester  
 spring semester  
 summer semester

of 20\_\_\_\_\_.

Please check one of the reasons listed on the reverse for why you want a RCL. Your request must be approved and signed by your AA and the IPO and delivered to the Office of Registrar during the registration process.

Student Signature:

Date:

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## 1. RCL FOR VALID ACADEMIC REASONS

*RCL for valid academic reasons is allowed for only one semester during an entire degree program and requires that you still complete at least 6 hours of course credit for the semester. Authorization must come from both your Academic Advisor and International Programs Office.*

### Initial Adjustment Issues

I am having initial difficulties with the English language or reading requirements or unfamiliarity with American teaching methods.

### Improper Course Level Placement (ICLP)

I am having difficulty with my class(es) due to improper course level placement which may include not having the prerequisites for a course, or insufficient background and experience to complete the course at this time. For example, this would include an international student taking U.S. History for the first time (e.g. no previous exposure, insufficient background), or a philosophy course that is based on a worldview that clashes with the student's own culture. etc.

### ICLP CERTIFYING SIGNATURE BY PROFESSOR

I recommend that this student be allowed to drop the following course(s) due to improper course level placement as defined above.

Class:	Professor:	Signature:	Date:
_____	_____	_____	_____
Class:	Professor:	Signature:	Date:
_____	_____	_____	_____

## 2. RCL FOR MEDICAL REASONS

Valid medical reason must be proven with a supporting letter from a medical professional that states the nature of the medical condition, the reason for a reduced course load, and how many hours can be taken for the semester. Medical excuses must be renewed each semester. You are only allowed to accumulate one year of reduced course load for medical reasons during any given degree program.

*Zero hours are allowed under this provision of the law if clearly recommended by the medical professional.*

- Letter from medical doctor is attached.
- Letter from a doctor of osteopathy is attached.
- Letter from a clinical psychologist is attached.

## 3. RCL FOR FINAL SEMESTER

This is my final semester and I only need \_\_\_\_\_ hours of course work to complete my degree program. I understand that if I am granted a reduced course load and fail to complete my degree as planned, I will be in violation of my legal status and will need to apply for reinstatement. (If you need only one course to finish your program of study, it cannot be taken through online/distance education).

## APPROVAL SIGNATURE FROM ACADEMIC ADVISOR

Name:	Signature:	Date:
_____	_____	_____

## APPROVAL SIGNATURE FROM INTERNATIONAL PROGRAMS OFFICE

Name:	Signature:	Date:
_____	_____	_____