



INTERNATIONAL CENTER FORM:
**APPLICATION FOR
REDUCED COURSE LOAD**

DATE:

SIGNATURE:

Application for Reduced Course Load (RCL)

IMPORTANT: All international students on F-1 visas are required to be enrolled full-time during the academic year. The Code of Federal Regulations (CFR) defines full-time as 12 semester credits for undergraduate and 9 semester credits for graduate students.

HOWEVER, according to the Code of Federal Regulations published on December 11, 2002, students can receive authorization ONCE during their ENTIRE COURSE OF STUDY to reduce their course load. Prior Approval from an Advisor/ DSO from the International Affairs office is required before a student can drop below a full course of study. Students who fail to obtain approval prior to dropping below 12 credits for undergraduates and 9 credits for graduates will be considered out-of-status and risk being reported to the United States Immigration and Customs Enforcement (ICE—formerly INS).

NOTE: Students must schedule an appointment to meet with an Advisor/DSO with completed application form and supporting documentation before application will be approved. No applications will be approved without a scheduled appointment with an Advisor/DSO.

STUDENT INFORMATION >>

FAMILY NAME/ SURNAME: FIRST NAME:

MAJOR: EXPECTED GRADUATION OR TRANSFER: STUDENT ID NUMBER:

DEGREE (CHECK ONE): BACHELOR'S MASTER'S ESL TRANSFERRING
REDUCED COURSE LOAD APPLIES TO: FALL SPRING
PROPOSED NUMBER OF HOURS THIS SEMESTER:

STUDENT MUST SELECT ONE OF THE FOLLOWING REASONS FOR A REDUCED COURSE LOAD >>

The list below indicates the legal reasons defined in the Code of Federal Regulations (CFR) as the only situations where a reduced course load is allowed.

- 1. ACADEMIC DIFFICULTIES per 8CFR212.2(f)(6)(iii)(A): "The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement." A reduced course load must consist of at least 6 semester units. Students must resume a full course at the start of the next available term or session. EXCLUDING summer.
- 2. MEDICAL CONDITION per 8CFR212.2(f)(6)(iii)(B): "The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular level. The student must provide current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist."
- 3. COMPLETE COURSE OF STUDY per 8CFR212.2(f)(6)(iii)(C): "The DSO may authorize a reduced course load in the student's final term or semester if fewer courses are needed to complete the course of study."

Side 2: To be completed by Student and Advisor/DSO:

Student's Explanation:

Advisor's Comments:

PLAN OF STUDY >>

Graduation Semester: _____

**This Semester:
Proposed Courses**

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

TOTAL HOURS _____

**Next Semester:
Proposed Courses:**

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

_____ Hours _____

TOTAL HOURS _____

International Affairs Office USE ONLY

Approved / Denied

Date: _____

Denial Reason: _____

Advisor/DSO Signature: _____

Advisor/DSO Name: _____

Date of SEVIS Entry: _____