

Important Information:

Please read the information on Reduced Course Loads (RCLs) on the last page of this form prior to filling it out and submitting. You will need to request an appointment with your Academic Advisor before completing this form.

There are three sections to this form. The first section is to be filled out by the student, the second section is to be filled out by the advisor requesting the reduced course load and the reason for the request, the third and final section is for OASIS to complete and post the decision for the request.

For final semester RCLs, please submit the form to OASIS before the first day of classes of the requested semester. If the RCL is for anything other than final term, please be ready to submit additional documentation along with this request form. RCL approval can take up to 5 – 7 business days for a decision to be made. You will be notified by email of the decision and given details on how to proceed at that time.

Section I – To Be Completed By Student

Last Name: _____ First Name: _____

Student ID: _____ Date: _____

Email: _____ Degree Program/Major: _____

Degree level ESL _____ Undergraduate _____ Master _____ Doctorate _____

Term that you are requesting RCL: _____ Number of credits* _____

*Student must be enrolled in a minimum of 3 credit hours in order to qualify for RCL, unless RCL request is for medical reasons.

What is the purpose of the Reduced Course Load (RCL) request?

- ☐ Medical necessity (Please provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist) <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/manage-program-dates-registration-and-course-load/reduced-course-load>
- ☐ Initial difficulty with English language (Valid for first semester only and not taking ESL courses)
- ☐ Initial difficulty with English reading requirements (Valid for first semester only and not taking ESL courses)
- ☐ Improper course level placement (Please attach a letter of explanation from Academic Advisor)
- ☐ Unfamiliarity with U.S. teaching methods (Please attach letter of explanation from Academic Advisor)
- ☐ FINAL semester of study (This form must be signed by your Academic Advisor verifying you are in your final term).
- ☐ I certify that I understand the requirements, procedures and ramifications stated in this form.

Signature_____
Date**To be completed by Academic Advisor/Director of Graduate Program**

Name of Academic Advisor: _____

Email: _____ Phone: _____

Department: _____ Office Location: _____

Academic Advisor's Signature_____
Date**For Graduate students only:**

Name of Director of Graduate Program: _____

Email: _____ Phone: _____

Department: _____ Office Location: _____

Director of Graduate Program's Signature_____
Date

Section III – To Be Completed By Admissions, International

Office Use Only:

Currently Enrolled: Yes _____ No _____

Current Term: _____

Request approved _____ or denied _____

If denied, why _____

Date completed: _____

Signature: _____

Reduced Course Load Information

Federal regulations (law) require all students in F-1 visa status to enroll in and complete a full-time load of courses each fall and spring semester. Undergraduate students are required to complete 12 credits each semester; graduate semester students are required to complete 9, graduate MBA (5-Term) students are required to take a minimum of 6 credit hours.

Under certain circumstances, students may apply for authorization to complete a reduced course load. These circumstances include medical reasons, improper course level placement, difficulties with the English language (in the first semester only), and difficulties with American teaching methods (in the first semester only). Additionally, students are able to enroll in a reduced course load during their last term before graduating.

In order to be eligible to register for a reduced course load, you must have the attached form filled out by your academic advisor. Once this form is complete, return it to the Office of International Student and Scholar Services where it will be reviewed. You will be informed of the decision by email.

Dropping a course without approval from the Office of International Student and Scholar Services will put you in violation of your immigration status. You cannot drop a course until you have written approval from our office.

To repeat: you cannot drop a class until you have received written approval from our office to do so.

If you or your academic advisor has any questions, please contact our office.