

Reduced Course Load (RCL) Request Form

To maintain F-1 status, international students must be enrolled in a full time course of study (12 hours) each fall and spring semester. This form is to be used by students to request approval for Reduced Course Load (RCL) enrollment. An RCL protects a student's visa status, thus a form must be submitted **prior** to the start of the semester or **prior** to the dropping/withdrawing of a course. Students who drop or withdraw/or are withdrawn from a course without completing an RCL will be in violation of their visa status and their SEVIS record will be terminated.

Immigration Regulation: 8CFR214.2 (F)(6)(iii) Reduced Course Load

"The designated school official (DSO) may allow an F-1 student to engage in less than a full course of study...Except otherwise noted, a reduced course load must consist of at least six semester hours. A student who drops below a full course of study without the prior approval of a DSO will be considered out of status."

COA Reduced Course Load Instructions

- ° International students on F-1 visas must get prior approval before registering for below full time.
- ° International students seeking to withdraw from a course that drops them below full time must get prior approval to avoid having their SEVIS record terminated.
- ° If approved for a reduced course load, students are required to take a minimum of 6 credit hours (except for a medical condition/or those in their final semester).
- ° Authorizations to drop below full time course load for academic difficulties are limited to 1 term.
- ° A new Reduced Course Load Request form must be submitted each semester of less than full-time enrollment.
- ° You do not need to complete an RCL form if you are on OPT.

Please complete the following information

Name: _____ COA ID #: _____

First Name

Last/Family Name

Local Address: _____

Street Address

Town/City

Zip Code

Phone: _____ Email: _____

Program of Study: _____ Expected completion date: _____

Semester for which a reduced course load is requested (semester/year): _____

Indicate the reason why you are requesting to reduce your course load:

Academic Difficulties ~ Students must maintain 6 hours and can only use an RCL for Academic Difficulties **once**.

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with US teaching methods
- Improper course level placement

Medical Condition

*A letter written by a licensed medical doctor or clinical psychologist is required when selecting Medical Condition

- Provide official medical documentation that clearly states the nature of the serious medical condition, the reason the reduced course load is necessary and how many hours may be taken during that semester. This documentation must be on the physician's or practitioner's letterhead and must include their contact information. If the problem continues or returns, a reduced course load for medical reasons must be requested prior to enrollment in each semester. **Students can obtain a medical RCL for a total of 12 months.**

Final Semester of Study

A copy of your EVAL must be included when selecting Final Semester of Study

- You are in your final semester of study and are enrolled in the classes/credit hours needed to graduate.

Student Signature Date

DSO Signature Date