

F-I Student Reduced Course Load (RCL) Request Form

International students are required to maintain full-time enrollment during each academic term. Enrolling in 12.0 credits at Bachelor's level and 9.0 credits at Master's level is considered full-time. Only one 3-credit on-line class can count towards the full course load requirement. Federal regulations strictly limit a student's ability to be enrolled in less than full time, but it may be allowed in some circumstances. A student who wishes to drop below full time must obtain the approval from the International Student Advisor (P/DSO) in advance, regardless what the reason for the RCL might be. If a student drops below full time without authorization after the drop/add deadline, the International Student Advisor is required to report this to SEVIS as a status violation.

To apply for RCL you must complete this form and submit it along with any supporting documents to the International Student Advisor (P/DSO) for SEVIS processing. If submitting past the add/drop deadline, you can only drop a class once RCL is approved in SEVIS and updated I-20 is issued.

Last Name:	First Name:
BAC ID/Degree program:	Phone Number:
Number of credits requested after RCL approval:	I request RCL for: Academic Year: 20____ Fall Spring
Student Signature:	Date:

Select a reason for RCL:

1. **Academic Difficulties** [8 CFR 214.2(f)(6)(iii)(A)] (Must be enrolled at least ½ time)
RCL for academic difficulties requires a letter from Academic Advisor explaining circumstances that warrant academic RCL. This type of RCL can only be issued once per program.
 - Initial difficulties with English language - *Can be used during first year of program only*
 - Initial difficulties with reading requirements - *Can be used during first year of program only*
 - Unfamiliarity with American teaching methods - *Can be used during first year of program only*
 - Improper course placement
2. **Graduating in Current Term** [8 CFR 214.2(f)(6)(iii)(C)]: Students are only permitted to be on Last Semester RCL ONCE and only if in their last semester they have less than full-time required academic course work remaining. Students cannot take only online courses, even in their last academic term.
3. **Medical Illness/Condition** [8 CFR 214.2(f)(6)(iii)(C)]: this type of RCL requires a letter written by a licensed medical or osteopathic doctor (MD or DO) or licensed clinical psychologist. If partial enrollment, rather than enrollment in no credits is requested, a recommended course load must be included in the letter. Students are limited to a maximum of one year of medical RCL.

TO BE COMPLETED BY ACADEMIC ADVISOR (only if reasons 1 or 2 are selected):

This request for RCL is approved: Yes No	Advisor's name: _____ Date: _____
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TO BE COMPLETED BY P/DSO:

RCL approved for Fall ____ Spring ____ 20____	Letter from Academic Advisor/Medical Doctor submitted (if applicable)
RCL processed in SEVIS & new I-20 issued on: _____	P/DSO name/title/signature: _____