



REDUCED COURSE LOAD (RCL) FORM

A. To Be Completed by the International Student:

DATE: _____ STUDENT ID #: _____
FAMILY NAME: _____ FIRST NAME: _____
DEGREE: _____ EXPECTED GRAD.DATE: _____
PHYSICAL ADDRESS: _____
TELEPHONE: _____ STUDENT'S SIGNATURE*: _____

**This needs to be hand signed*

B. To Be Completed by the Academic Advisor:

- Per Immigration Regulation, the international student should be in full time status during each academic term.
- If the Academic Advisor agrees that a reduced course load is necessary, s/he should complete this form and forward it, together with all supporting documentation, to the International Student Advisor.

Semester Requested: _____

Intended # of Credits for Registration: _____

- Student is having difficulty with English language or reading requirements (First semester only)
- The student is unfamiliar with American teaching methods and requirements (First semester only)
- The student has been placed in the improper course level
- The student needs less than a full-course load to finish the degree program or ESL program this semester
If there is ONE class remaining, it may NOT be ONLINE. (Last semester only)
- The student has an approved medical reason for needing to be registered less than full-time
(Attach medical permission and documentation)

This request for permission to register for less than a full-time course load is based on the reason(s) described above. I recommend and endorse a reduced registration for this student during the academic semester indicated above.

Academic Advisor's Signature _____ Print Name _____

All requests for reduced course load are subject to final approval by the International Student Advisor. In cases where the request cannot be approved, the International Student must request an appointment with the International Student Advisor to discuss the violation of F1/J1 Status and the possibilities for Reinstatement of F1/J1 Student Status.

Note: Please email this form to your International Student Advisor so they can report your RCL to the government.