Reduced Course Load
Leave of Absence
Authorization Form

The student must complete this form, obtain approval from the academic advisor and return the form to ISA **before dropping or withdrawing from a class.** Return this form to the ISA by the add/drop deadline.

Student Name: _____ ID#: _____ Date: _____
Major: _____ Degree: _____

Students **can not** drop below full-time without **prior** approval from the ISA. Dropping below full time due to medical reasons requires documentation from a U.S. physician in addition to this form. For more information, read the RCL acceptable reasons.
Full Time is considered: Undergraduate 12 credits/Graduate and doctorate 6 credits.
Doctorate only (3 if advanced to candidacy).

Reduced Course Load, RCL may be approved if:
(RCL descriptions on back of this form)

- Students who are having **academic difficulties** including: initial difficulties with the English language; initial difficulties with reading requirements; unfamiliarity with American teaching methods; improper course level placement.
- Graduate students who have completed required coursework may register for thesis or dissertation credit only.
- Students in their **final term** of study and need less than a full course load to complete the degree. *(Requires Department Advisor Signature below)*
- Students who have a **medical condition**. (Requires documentation from a U.S. medical doctor)

NOTE*: this option may only be exercised once during the entire duration of study for your degree.*

Leave of Absence:

- You must leave the U.S. within 15 days of the start of your approved leave

Leave of Absence: Date of Leave: _____ Return Date: _____

I approve of this student's request for:☐ Reduced Course Load ☐ Leave of Absence

_____
Academic/Department Advisor Authorization Signature Date

_____
International Adviser Authorization Signature Date

Office of International Student Services
Ph. 305-628-6687/Fax 305-628-6656

Acceptable Reasons for Reduced Course Load

Reduced Course Load (to be used with RCL Form)
Acceptable reasons for reduced course load, RCL:

1. Academic Reasons:
   - Students experiencing academic difficulties may be approved for RCL only once during the entire duration of study for the degree. For example if you are in the Bachelors degree program and use RCL for academic reasons while at STU you can not use this RCL reason again.

     Examples include:
     - Initial difficulties with the English language
     - Initial difficulties with reading requirements
     - Unfamiliarity with American teaching methods
     - Improper course level placement

2. Thesis Research/Advanced to Candidacy
   - Graduate students who have completed required coursework and only have pending the comprehensive exam.
   - After confirmation of advancement to candidacy, PhD candidates only need to enroll in 5 credits per semester.

3. Final Term at STU:
   - Students in their final term of study need only the credits required to complete the degree.
   - This must be approved in advance by ISA it's not an automatic event. Approval from the department is required on the RCL form.

4. Documented Medical Reasons:
   - Students who have a documented illness or medical condition can reduce their credit load or take the quarter off with prior approval.
   - Documentation is required from the Medical Doctor.

This information is recorded in SEVIS and you will obtain a new I-20 Form.
Only the International Advisors have authority to authorize RCL.
Students who are not authorized to drop below full time risk losing F-1 status.

Effective 08/01/05

Office of International Student Services
Ph. 305-628-6687/Fax 305-628-6656