

Reduced Course Load Form
INTERNATIONAL STUDENT & SCHOLAR SERVICES



STUDENT INFORMATION

STU ID _____

LAST/FAMILY NAME

First/Given Name

E-mail Address

Telephone Number

Current program completion date (on I-20 Form)

Anticipated graduation date

TO THE ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor or Department Chair.

Reduced course load is recommended based on the following reasons:

- Initial difficulty with English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement
- Illness or medical condition (physician's note is required)
- Final academic semester; academic program expected to be completed during the current academic semester

Comments: _____

Recommended # of academic credit hours for this semester

Anticipated Graduation Date

I certify that the above is correct, that I have reviewed and approved the requested reduced course load.

STUDENT Signature: _____ Date: _____

ACADEMIC ADVISOR Name & Signature: _____ Date: _____

INTERNATIONAL STUDENT ADVISOR: _____ Date: _____

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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 Bachelor's degree program and use RCL for academic reasons while at STU you cannot 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.