Undergraduate Student
F-1 or J-1 Request for Reduced Course Load (RCL)
To be completed by the end of the second week of the semester

FULL-TIME ENROLLMENT IS CONSIDERED:
• Undergraduate students: Enrollment in at least 12 credit hours in Fall or Spring (or 6 in Summer if it is your first or final term)
• Online coursework – International students are not allowed to register for more than one online course each semester. This online course cannot exceed 3 credit hours. If a student only needs one course to complete their program of study, the course cannot be completed through online or distance education.

TO BE COMPLETED BY THE STUDENT
Family/Last Name: _____________________________________ Given/First Name: _____________________________________
Dawg tag: ___________________________ Academic Department: ____________________________
Expected graduation date: ___________________________ Number of credits you will take: ____________________________
Semester requested for reduced course load: ___________________________ Year ____________________________

TO BE COMPLETED BY THE ACADEMIC ADVISER
There are limited situations in which an international student may take a reduced course load. Listed below are the only legally acceptable reasons for taking a reduced course load. Please check the reason that applies:

☐ The student will graduate at the end of this semester and the SEVIS record will be updated to document this information.
☐ The student is participating in a required of department sponsored internship (CPT) and is considered full-time by the university.

SPECIAL CIRCUMSTANCES:
☐ The student has a medical condition (attach documentation from a licensed doctor).
☐ The student is having difficulty in his/her first semester with (please choose one):
*If an option in this category has been chosen, the student must still be enrolled in at least 6 (six) credit hours. When this option is selected a detailed explanation is needed in a separate letter from the academic adviser.

☐ English language
☐ Reading requirements
☐ American teaching methods
☐ Improper course placement

Academic Adviser’s Signature ___________________________________________ Date ____________________________
Print Name _____________________________________________________________
Department ___________________________________________ Telephone Number ____________________________

Center for International Education adviser authorization:

Adviser ___________________________ Date _______________ ☐ Approved ☐ Denied