F-1 or J-1 Student Request for Reduced Course Load (RCL)

To be completed and submitted to Center for International Education Office prior to the end of the second week of the semester.

If you are not enrolled full-time according to the guidelines listed below (per U.S. immigration regulations), you must (1) ask your academic advisor to sign this form and (2) submit it to the Center for International Education. Note that your department may require you to take more credits than the minimum indicated below.

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)
- Masters or doctoral students without an assistantship: Enrollment in at least 9 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)
- Masters or doctoral students with an assistantship: Enrollment in at least 8 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)
- Doctoral students who have been admitted to candidacy and have a graduate assistantship: Enrollment in at least 6 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)

TO BE COMPLETED BY THE STUDENT

Family/Last Name: ____________________ Given/First Name: ____________________

Dawg tag: ____________________ Academic Department: ________________________

Level (check one):  □ Undergraduate □ Graduate  Expected graduation date: ______________________

Semester requested for reduced course load: __________________ Year __________________ Number of credits you will take: __________

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 all reasons that apply:

□ The student is having difficulty in his/her first or second semester with (please choose one)*:
  □ English language
  □ Reading requirements
  □ American teaching methods
  □ Improper course placement
*If an above option has been chosen, the student must still be enrolled in at least 6 (six) credit hours

□ GRADUATE STUDENTS: The student has already completed all required formal coursework and the only degree requirements remaining may include thesis, dissertation, final projects, or required internships (CPT). This is considered a FULL TIME EQUIVALENCY. Once submitted, this RCL form will suffice for all future semesters.

□ UNDERGRADUATE STUDENTS: The student is participating in a required of department sponsored internship (CPT) and is considered full-time by the university.

□ The student will graduate at the end of this semester and the SEVIS record will be updated to document this information.

□ The student has a medical condition (attach documentation from a licensed doctor).

□ The student is taking classes both at SIUC and another school (attach a registration confirmation from the other school).

Academic adviser’s signature ____________________ Date __________________

Print name & title ___________________________________________________________________________

Center for International Education adviser authorization

Adviser ____________________ Date ____________  □ Approved  □ Denied

Center for International Education, Mailcode 4333, 860 Lincoln Drive, Carbondale, Illinois, 62901, phone 618-453-5774, fax 618-453-7660
Rev. 08/10/2012
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Guidelines Summary

- If a graduate student (Master’s or Ph.D.) is enrolled in 8 credit hours AND HAS AN ASSISTANTSHIP, they are considered full time by Graduate School and NO RCL IS REQUIRED.

- If a Ph.D. student has been admitted to candidacy AND HAS AN ASSISTANTSHIP, 6 credit hours are considered full-time by Graduate School and NO RCL IS REQUIRED.

- If a Ph.D. student is enrolled for less than 9 credit hours AND HAS NO ASSISTANTSHIP (regardless of whether or not they have been admitted to candidacy), an RCL IS REQUIRED.

- If a Master’s student is enrolled for less than 9 credit hours AND HAS NO ASSISTANTSHIP, an RCL IS REQUIRED.

- If a Master’s student is in their last semester and wishes to have an exception by the Graduate School to hold an assistantship, they must be enrolled in at least 6 credit hours. An RCL IS REQUIRED in this situation. Please note that the Graduate School will mandate a minimum of 6 hours of enrollment in order to hold an assistantship in the student’s last semester.

- If a graduate student (Master’s or Ph.D.) has completed all required coursework and only thesis, dissertation, final projects, or required internship (CPT) hours remain, an RCL IS REQUIRED. Once submitted, this RCL form will suffice for all future semesters.

- If an undergraduate student is enrolled in less than 12 credit hours, an RCL IS REQUIRED, for any reason.

- If a student is on Optional Practical Training (OPT) an RCL IS NOT REQUIRED.