Graduate 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:

- 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)
- 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: ___________________

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 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.

☐ The student has only ____________ credit hours of coursework to complete and the only other 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. Must include a copy of the student’s registration.

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

Center for International Education, Mail code 4333, 425 Clocktower Drive, Woody Hall, Carbondale, Illinois, 62901, phone 618-453-5774, fax 618-453-5760

Rev. 09/02/2015
F-1 or J-1 Student Request for Reduced Course Load (RCL) 
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 a student is on Optional Practical Training (OPT) an RCL IS NOT REQUIRED.