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
    □ American teaching methods
    □ Reading requirements
    □ Improper course placement

Academic Adviser’s Signature ________________________________ Date ________________________________

Print Name ________________________________________________________________________________
Department __________________________________________ Telephone Number ________________________________

Center for International Education adviser authorization:

Adviser __________________________________________ Date ________________  □ Approved  □ Denied


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