

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: _____ 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 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 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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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**.