

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