

# Reduced Course Load (RCL) Authorization Form

All F-1 and J-1 undergraduate students are required by immigration law to enroll in and successfully complete a full course load each academic term of 12 credits. Graduate Students must also enroll in and complete a full course load each academic term of 9 credits. Language Training Students are required to complete a full course load each academic term of 18 clock hours. This excludes summer term.

The purpose of this form is to authorize a student for less than full-time registration for a specified term. Credits may include an assistantship, fellowship, TA position, etc. (with proper documentation), but your term registration must reflect full-time.

**SEVIS requires that a reduced course load be authorized by the CIE in advance.** Failure to comply with this regulation may have severe consequences on your ability to stay in the U.S. to study or work.

## Student Information:

Name: \_\_\_\_\_ Blugold #: \_\_\_\_\_

Semester Requested: \_\_\_\_\_ Intended number credits this term: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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## Recommendation of Academic Advisor: *Please check the appropriate reason for RCL:*

- Academic Difficulties:** Students may claim this category only once during their course of study and must maintain registration of at least 6 credits or 9 clock hours.
  - Initial difficulties with the English language or reading requirements** (*first term only*)  
Please note: Student must register for ESL classes.
  - Unfamiliarity with U.S. teaching methods** (*first term only*)
  - Improper course level placement**
- Student has fewer than 12 credits or 18 clock hours left to complete program** (*final term only*): Ability to extend student's current program beyond this term is limited.
- Medical Condition** (*additional documentation is required*): Please attach a letter from a physician to CIE confirming the diagnosis from a licensed physician, licensed clinical psychologist, or doctor of osteopathy. This option is renewable for up to 12 months in aggregate, provided the renewal is obtained in advance every term. If more than 12 months are needed, the student must change status or leave the U.S. to pursue medical care at home.

## **This student has departmental approval for a reduced course load or medical withdrawal.**

Academic Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to CIE for RCL authorization**