



# Reduced Course Load (RCL) Request

**SECTION I—TO BE COMPLETED BY STUDENT** (please PRINT legibly all information requested):

TODAY'S DATE: \_\_\_\_\_

LAST/FAMILY NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ SEVIS NUMBER: \_\_\_\_\_

FIRST DATE OF ATTENDANCE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MAJOR: \_\_\_\_\_ DEGREE OBJECTIVE:  BACHELORS  
 MASTERS

EXPECTED GRADUATION DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCAL U.S. ADDRESS: \_\_\_\_\_

U.S. Citizenship and Immigration Services (USCIS) regulations require that international students ENROLL and COMPLETE the following number of credit hours each semester to maintain valid F-1 non-immigrant student status:

Undergraduate: 12 credit hours

Graduate: 6 credit hours

The deadline to submit this form is the Friday of the second week of classes in Fall and Spring semesters. A reduced course load form is not necessary for the summer session.

**SECTION II—TO BE COMPLETED BY ACADEMIC ADVISOR:**

Reasons for a Reduced Course Load (RCL):

- Academic difficulty (can be used one semester only per degree)
- The student only needs \_\_\_\_\_ credit hours in order to graduate (only if it is the student's final semester)
- Illness or other medical condition (medical doctor documentation required)

Semester Requesting for: \_\_\_\_\_ Number of Credits Student will Register for: \_\_\_\_\_

As the Academic Advisor for this student, I approve this student to carry less than the required number of credit hours as indicated above.

\_\_\_\_\_  
Academic Advisor Signature\_\_\_\_\_  
Date**SECTION III—DSO APPROVAL**

RCL REQUEST STATUS:

- APPROVED
- DENIED

IF APPROVED:  
DATE SEVIS RECORD  
UPDATED AND NEW I-20  
ISSUED:

DSO SIGNATURE: \_\_\_\_\_

\_\_\_\_\_