

REDUCED COURSE LOAD FORM
(Request to Drop Below Full-Time Status)

Please complete this Reduced Course Load (RCL) application form and submit this to ISSS at the Center for International Education. Submitting this form **DOES NOT** constitute approval. Your application will be reviewed and if appropriate, it will be approved. Your request must be approved by ISSS staff before you drop your class(es). If you are a non-degree (BSMP, Exchange, or IEP) student, please consult with an ISSS staff if you are eligible for this benefit.

- Undergraduate level students are required to enroll for 12 credits.
- Graduate level students are required to enroll for 9 credits.
- Master of Science in Human Resource Development graduate students are required to enroll for 7 credits.

Part I: To Be Completed By Student

First Name: _____

Family Name: _____

Student ID: _____

Term: _____

E-mail: _____

Please check below. I am an (a)...

Phone: _____

- Intensive English Program (IEP) student
- Exchange or BSMP student
- Undergraduate student
- Graduate student

Expected Graduation Date: _____

Address: _____

Please Check Below Your Reason for Reducing Course Load:

- Academic Difficulties:** You may receive this permission only once during your degree level.
 - ___ Initial difficulty with the English language or Reading Requirements.
 - ___ Unfamiliarity with US teaching methods.☒
 - ___ Improper course level placement.
- Medical Condition:** Temporary illness or medical condition. Please attach a signed letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist and they **MUST** complete Part III of this form. The letter must substantiate the illness or medical condition. You may enroll for any number of credits. If you cannot enroll for any courses due to your medical condition, the letter from your medical professional must state this. You may only receive this permission for a maximum of 12 months during your current degree level.
- Final Semester of Study:** If it is your final term, and you are completing your program of study at the end of the term. You must be enrolled for at least the number of credits needed to complete your studies. The end date on your I-20 or DS-2019 will be made to reflect the end of the current term, if it doesn't already.

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Part II: To Be Completed By The Academic Advisor

I have spoken to the student and can verify that the student does have an appropriate reason, as indicated, to reduce their academic course load below fulltime.

Academic Advisor's Signature: _____

Academic Advisor's Name: _____

Date: _____ (MM/DD/YYYY)

Part III: For Medical Conditions

Please Note: Only a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist may complete this portion below and endorse the medical letter as required by U.S. federal regulations.

I am a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist and I have met with this student. In my professional assessment, there is a temporary illness or medical condition that warrants a Reduced Course Load approval. I have attached a letter that substantiates the illness or medical condition.

The student may enroll for less than fulltime.

The student cannot enroll for any courses due to the medical condition and I have clearly stated this in my attached letter.

Print your name & title: _____

Signature: _____

Date: _____ (MM/DD/YYYY)

Phone: _____

Email: _____

Work Address: _____

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 5 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check Address in Banner/SEVIS

Review RCL reasons and verify it with the appropriate persons who signed off on the form.

Once approved, update SEVIS and approve the student for the RCL reason.
Issuing a new document is not necessary.

Enter attribute in native Banner SGASADD for the reduced course load exception.

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).
- Email the student/scholar that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents or letters in the file cabinet at the front desk for pick up.
- File the folder.

Notes: