Application for F-1 Reduced Course Load

F-1 international students are required by United States law to pursue a full course of study each fall and spring semester. A full course of study is defined as carrying 12 credits at the undergraduate level, or 6 credits at the graduate level (or the equivalent as approved by your academic advisor on the Full-time Equivalency Form). International students may qualify for a Reduce Course Load (RCL) under certain academic circumstances which are outlined below.

Category 1: Final Semester

International Affairs Office may authorize a final semester RCL for students who are in their final semester of study and only have a few units remaining to meet academic program requirements. Students may request an RCL due to final semester only once per degree level.

Category 2: Medical Reasons

International Affairs Office may authorize a medical RCL due to a temporary health (physical or mental) condition(s) with an appropriate doctor’s letter recommending the RCL for medical reasons. To submit a medical RCL, F-1 students must meet with the international advisor.

Requirements of *Medical RCL:
- Letter from licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist that recommends student to take less than the minimum units required for full time enrollment
- Receive prior approval from the International Affairs Office and academic department before dropping classes
- No more than 12 months (3 semesters) total of Medical RCL is permitted per degree level. The 12 month aggregate total includes semesters in which a student has taken a Leave of Absence (LOA) for medical reasons and remained in the US to receive treatment

If a doctor believes that a student is unable to enroll in any units due to physical or mental health reasons, then the student should consider a Medical Leave of Absence.

Category 3: Academic Difficulty

NOTE: Students must be registered in a minimum of 6 credits (undergraduate), 3-4 credits (graduate), 3 credits (doctorate).

These reasons can be used only once per degree level. (i.e. Tommy was having a difficult time with the English language requirements in several of his classes. He applied for an RCL and it was approved. Tommy is expected to register full time for the remaining duration of his degree program. He may not apply for another RCL based on an academic difficulty.)
- Initial difficulty with reading requirements—Can be used during first year of program only
- Initial difficulty with the English language—Can be used during first year of program only
- Unfamiliarity with US teaching methods—Can be used during first year of program only
- Improper course level placement
To apply you must:

1. Be enrolled full-time. **If you already dropped below, you do not qualify.**

2. Have your academic advisor complete this form explaining the academic difficulties that you are experiencing. Academic difficulties are restricted to initial difficulties with English or reading requirements, unfamiliarity with United States teaching methods or improper course level placement.

3. *Be suffering from an illness or medical condition and you must provide us with documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist describing the nature of your illness or condition and the duration of your recovery period.*

4. Complete the attached forms and return them to the International Student Services Office, Grossley Hall, Room 115A before taking any action to reduce your course load.

International Affairs Office will review your application and if approved, you will be given authorization to reduce your course load for a specific period of time. A RCL based on academic difficulties may only be authorized one time during your program of study. A RCL warranted for illness or medical condition might be extended if there are serious circumstances necessitating such an extension however; you are required to resume a full course of study in the semester immediately following your Medical RCL authorization (excluding summer). A “hold” will be placed on your student account for the next semester, which will be removed when you report to International Student Services that you are released from your doctor’s care and wish to resume your studies.

**RCL DEADLINE:** All RCL forms are due on or before the first day of classes of each semester. The form must be approved by the student’s academic advisor prior to submission to the International Affairs Office.

**Important Notes:**

- Submission of RCL Form to International Affairs Office does not automatically grant approval. If additional information is needed, the international advisor will contact student and/or academic advisor for clarification. Registration and RCL forms are not required in summer semesters, unless it is the student’s first or last semester.
- F-1 students should not drop below full-time enrollment until they have received authorization from the International Affairs Office. Students who drop below full-time enrollment without the proper authorization from will be considered out of status.
- Students who will have on-campus employment during the semester they wish to be authorized for RCL should review these **on-campus employment requirements**
- Graduate students who register for thesis, dissertation or qualifying exams (GRSC 800) are considered to be enrolled full time although the number of units enrolled will be below the normal full-time course load. An RCL form is not required for students at these stages in their academic program.
F-1 STUDENT REDUCED COURSE LOAD FORM

TO BE COMPLETED BY STUDENT, PLEASE PRINT CLEARLY

Family Name__________________________ First Name__________________________ D#__________________________

Address:__________________________________________ APT#________ City____________________ State____________________ Zip code____________________

Name of Apartment Complex: ____________________________________________
(if you do not reside in an apartment complex write N/A.)

Phone#__________________________ Email: _______________________________@students.desu.edu

When does your F-1 Student Visa expire?__________________________ Passport?____________________

mm/dd/yyyy ________________ mm/dd/yyyy ________________

SEMESTER FOR WHICH YOU ARE REQUESTING A REDUCED COURSE LOAD: Fall 20_________Spring 20_________

MAJOR/Program:_______________ Program Completion Date on your I-20: ___/___/20____

How many credits are you taking during the RCL semester?______________

REASON YOU ARE REQUESTING A REDUCED COURSE LOAD: Check One:

ACADEMIC DIFFICULTY: (if academic reasons, Academic Advisor MUST complete Section II on page 2).

□Initial difficulty with the English language
□Initial difficulty with reading requirement
□Unfamiliarity with U.S. teaching methods or requirements
□Improper course level placement

PROGRAM COMPLETION and I do not need to take the required 12 credits (undergrad)/6 credits (grad):

□Final semester (Circle degree sought: Bachelor, Master, PhD)

*ILLNESS OR MEDICAL CONDITION:

□Illness or medical condition *

Proof of medical condition documentation must be attached

I have read and understand the conditions of my Request for Reduced Course Load.

__________________________________________ ____________________________
Signature Date

Form RCL (Rev 4/20)
F-1 STUDENT REDUCED COURSE LOAD FORM (page 2)

ACADEMIC ADVISOR’S RECOMMENDATION (To be completed by Academic Advisor):

I recommend (student’s name) carry a reduced course load of ________ credits (minimum 6 for undergraduate and 3-4 for graduate) for the (circle one) FALL/SPRING 20______ semester. (If student has checked Final Semester or Illness/Medical Condition, proceed to Section II). yyyy

Section I

For the following academic reason:

( ) Initial difficulty with the English language. Describe the difficulty and why it is considered “initial” ________________________________

( ) Initial difficulty with the reading requirements. Describe the difficulty and why it is considered “initial” ________________________________

( ) Unfamiliarity with U.S. teaching methods or requirements. Describe the difficulty the student is experiencing. ________________________________

( ) Improper course level placement. Describe the reason for the improper placement: ________________________________

Section II

Student’s expected graduation/completion of program date is: ______________ (mm/dd/yyyy)

Name of advisor: ___________________________ Department: ___________________________

Signature of Advisor: ___________________________ Date: ______________

Advisor’s phone: ___________________________ email: ___________________________

International Affairs Office Action:

Approved: ______________ Period covered: ______________

SEVIS RCL authorized on ___________________________ (date) By: ___________________________

Denied: ___________________________ (date) By: ___________________________

Denied due to: ___________________________

Submit this form to the International Affairs Office, Grossley Hall 115A – INCOMPLETE FORMS WILL NOT BE PROCESSED