



## Reduced Course Load Authorization International Student and Scholar Services

300 College Park, Rike Center #204  
Dayton, OH 45469-1701  
Ph: (937) 229-2748 • Fax: (937) 229-2766

### WHAT IS A REDUCED COURSE LOAD (RCL)?

International (F1 and J1) students must enroll in a full course load during every Fall and Spring semester. Before dropping below full-time enrollment, F1 and J1 international students must receive prior approval from ISSS. This is done through requesting a reduced course load. **Authorization is not automatic and approval is not guaranteed.**

*Dropping below full-time enrollment without FIRST obtaining authorization from ISSS will result in the termination of the student's immigration status, which could have serious consequences for the student's ability to stay in the U.S.*

### REASONS FOR A REDUCED COURSE LOAD

Immigration regulations only allow international students to drop below full time under specific, limited circumstances. One of the following four categories must apply:

A. RCL for Academic Difficulty

**Note: can only be used once per degree level. Must still enroll in at least half the minimum credits for your level (6 credits for undergraduates, 3 credits for graduate students).**

- You are having initial difficulties with the English language and/or with reading requirements.
- You are experiencing unfamiliarity with American teaching methods.
- You have been improperly placed in a course level that is too high.

B. RCL for Final Term

**Note: can only be used once per degree level.** You are in the final term before graduation and less than a full course load is required to complete your degree.

C. RCL for Thesis

You are a graduate student who has completed all required coursework and is now engaged in research related to thesis or dissertation.

- In addition to ISSS approval, you must also enroll in dissertation credit through your department **OR** complete the *Graduate Student Certification Form* in order to maintain your enrollment status with the university. Download this certification form on Porches → Graduate School → Graduate Forms.

D. RCL for Medical Reason

You have a valid medical reason for taking less than a full course load (medical statement required from licensed medical doctor or clinical psychologist).

### APPLICATION PROCESS

#### **If requesting an RCL for reasons A, B or C above:**

1. Meet with your department/academic advisor to discuss your eligibility for a reduced course load and the impact of part-time enrollment on your program of study.
2. On the back of this page, complete Part A and request your advisor to complete and sign Part B.
3. If you are requesting an RCL for Final Term or Thesis, you may drop off the form at the ISSS front desk.
4. If you are requesting an RCL for Academic Difficulty, you must schedule an appointment with an ISSS advisor to discuss your request.

**If you are requesting an RCL for Medical Reason**, discuss your eligibility with your doctor and ask him/her to complete our [Medical RCL Request Form](#). Then, schedule an appointment with an ISSS advisor.

**Do not drop below full time until you have received approval from ISSS.** If your request is approved, the ISSS advisor will update your SEVIS record with authorization for a reduced course load. This results in an updated I-20 which you should keep for your records. (Note: ISSS is not responsible for any fees or financial penalties resulting from dropped courses.)



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**Before completing the form below, please turn to the back of this sheet and review the acceptable reasons for authorizing Reduced Course Loads.**

## PART A: TO BE COMPLETED BY THE STUDENT

Date \_\_\_\_\_

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Student ID \_\_\_\_\_

SEVIS ID: N00 \_\_\_\_\_

U.S. Address \_\_\_\_\_  
*Street name and number City State Zip Code Phone*

## PART B: TO BE COMPLETED BY THE ACADEMIC ADVISOR

*The student above is requesting to register for less than a full course load. Immigration regulations permit this only under limited circumstances. Please complete the section below.*

Semester for Reduced Course Load:  Fall, 201\_\_\_\_  Spring, 201\_\_\_\_  Summer, 201\_\_\_\_

SELECT ONE	REASON FOR REDUCED COURSE LOAD	
	<b>RCL for Academic Difficulty</b> <i>Note: can only be used once per degree level.</i>	<i>Please indicate the type of academic difficulty:</i> <input type="checkbox"/> Initial difficulty with English language <input type="checkbox"/> Initial difficulty with reading requirements <input type="checkbox"/> Improperly placed in a course level that is too high Comments: _____ _____
	<b>RCL for Final Term</b> <i>Note: can only be used once per degree level.</i>	Student is expected to graduate in _____. <p style="text-align: right;"><i>Month, Year</i></p>
	<b>RCL for Thesis</b> <i>Student must enroll in research credit through department OR submit the Graduate Student Certification Form.</i>	The student has completed all required coursework and is engaged in thesis/dissertation research. Expected completion date: _____ <p style="text-align: right;"><i>Month, Year</i></p>

**Note:** Before dropping below full-time enrollment, international students must receive prior approval from ISSS, or risk termination of the student's immigration status. **Authorization is not automatic and approval is not guaranteed.** The student and the advisor will be notified by email when this request is approved or denied.

Advisor Name \_\_\_\_\_

Title \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY			
ISSM		RCL Banner	