



## **REDUCED COURSE LOAD (RCL)**

### **WHAT IS RCL?**

Reduced Course Load (RCL) is a DSO-authorized exception to the full course of study requirement for F-1 students.

### **WHO IS ELIGIBLE FOR RCL?**

- Only F-1 students who fall into one of the categories below are eligible for RCL. Federal immigration regulations strictly define the requirements for RCL. International Programs Office will *not* consider requests for RCL for reasons other than what is listed below.

### **TYPES OF RCL**

- **Illness or Medical Condition.** According to federal regulations, the medical condition must be substantiated by “medical documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist”
- **Academic Difficulty.** RCL for Academic Difficulty can be approved *only once* per academic level. Typically only first year students are eligible, as Academic Difficulty RCL is broken down into the following categories which tend not to apply to an experienced student:
  - Initial Difficulties with the English Language
  - Initial Difficulties with Reading Requirements
  - Unfamiliarity with American Teaching Methods
  - Improper Course Level Placement*\*Please note that Academic Difficulty RCL can only be approved for these four categories; SEVIS does not offer any other options.*
- **Completing the course of study during final term.** Academic advisor must verify that the student is in his or her final term before graduation and that the credits required for completion are less than a full course load

### **MORE INFORMATION ABOUT RCL**

- RCL is not a leave of absence: students with Academic Difficulty RCL must take at least a half course load, and students on Final Term RCL must take all required credits for completion, even if that means being enrolled in only one course. Students with Medical Condition RCL may reduce their full course load or interrupt their studies depending on the severity of their condition
- All RCL requests must be received by the International Programs Office by the end of second week of classes of each semester/quarter
- Students *must* obtain approval for RCL from International Student Advisor **before** enrolling in a reduced course load, or they will be considered *out of status*
- Once RCL has been approved, the International Student Advisor will issue a new I-20 to reflect the RCL
- In order to maintain status, students granted Academic Difficulty RCL *must* resume full course load in the next available term, excluding a non-required summer session; students with Medical Condition RCL *must* resume full course load as soon as they are capable (aggregate period of Medical Condition RCL cannot exceed 12 months)



## REDUCED COURSE LOAD (RCL) REQUEST FORM

This request must be received by the International Programs Office by the end of second week of classes of each semester/quarter. A student who drops below a full course of study without prior approval of an International Student Advisor will be considered *out of status*.

Please complete the following form by filling in the appropriate sections for your request (Section A is required). All requests *must* be accompanied by a copy of the student's current course schedule. Once the request is approved, International Programs Office will issue you a new I-20.

### Section A: To be completed by the student (print clearly)

Last Name:	First Name:	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other
Email Address:	Phone Number:	
Semester/Quarter for Requested RCL: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter		
Number of Credits for Requested RCL:		
Student Signature:		Date:

### Section B: RCL for Medical Reasons, To be completed by medical doctor

\*\*\*Please attach a doctor's letter detailing reason for Medical RCL

I fully support the student _____'s request for RCL. Please find my letter, which details the student's necessity for RCL, as an attachment to this form.	
Doctor Signature:	Date:
Name (Print):	Phone:
Address:	

### Section C: To be completed by the advisor (academic/graduate/major professor)

This RCL is: <input type="checkbox"/> <b>Based on one of the following Academic Difficulties</b> As determined in 8 CFR 214.2 (f)(6)(iii)(A)	
<input type="checkbox"/> Initial Difficulties with English Language	<input type="checkbox"/> Initial Difficulties with Reading Requirements
<input type="checkbox"/> Unfamiliarity with American Teaching Methods	<input type="checkbox"/> Improper Course Level Placement
<input type="checkbox"/> <b>Necessary, as the student is in his/her final term before completion of study.</b> Coursework to be completed in the final term falls below the credit hour requirement for international students (9 credits per quarter at graduate level; 12 credits per semester at undergraduate level) Student expected to completed study by following date: _____	
Advisor/Major Professor Signature:	
Date:	
Name & Title (Print):	Phone:
Department:	Email: