

Reduced Course Load (RCL) Application

The Reduced Course Load Application must be submitted to a DSO before the first day of classes.

Students enrolled less than full-time must read the Reduced Course Load (RCL) requirements. An RCL is the only authorization available for students enrolled less than full-time to maintain lawful F-1 status. Students who have read the RCL requirements and do not fit into any of the RCL categories should contact a DSO to discuss the implications of under-enrollment.

For students who are enrolled less than full-time, the following are situations in which it MAY be possible, necessary, and appropriate for a DSO to authorize an RCL:

1. If the student is medically unable to maintain a full-time course load (with a letter of recommendation from a physician).
2. If a student is having difficulty during the *first* semester of enrollment due to (1) initial difficulties with the English language or (2) with the reading requirements.
3. If the student has been placed in or advised by their academic advisor to take a course at an improper course level OR if a student is unfamiliar with American teaching methods (with letter of explanation from their Advisor).
4. If the student is in their final semester.

RCLs for Medical Reasons: RCLs for medical reasons require documentation from a medical professional who can attest to the difficulty and explain why a reduction in course load is recommended. With a medical RCL, it is permissible to drop some or all courses, and the RCL is valid for only one semester at a time but may be renewed each semester for up to one year if necessary. Following the semester(s) of RCL, the student is expected to continue to enroll as a full-time student unless it is the student's final semester. Please do not drop below full-time or fail to register full-time until you receive confirmation that the RCL request is approved in SEVIS. The RCL form plus accompanying documentation should be submitted in person during an appointment with a DSO.

Academic Hardship RCLs: RCLs for academic difficulty reasons require completion, submission, and DSO approval of the RCL Form **BEFORE** dropping below full-time. The Academic Advisor must indicate on the form the academic reason for the RCL request, and in signing the form, indicate that they do not object (from an academic advising perspective) to the student receiving an academic RCL for that stated reason. A DSO may need to request, or the Academic Advisor may wish to provide, additional information related to the academic circumstances that justify the academic RCL. A student may not drop below half of the required credits that make up a full-time semester. Students should not drop below full-time or fail to register full-time until first receiving approval of the RCL from OGE.

Final Semester RCLs: If a student is in their final semester and will be considered to be enrolled less than full-time, that student should submit their completed RCL form before the first day of the requested semester. They should pre-register for the intended number of reduced credits. A scheduled appointment is not required for paperwork submission, but is encouraged if a student has questions/concerns about program completion in their final semester. An RCL authorized for a final semester (which shortens the Program End Date in SEVIS to that semester) cannot be extended. A student **MUST** complete their program by the end of the semester. If a student or academic advisor anticipates a significant delay in completion beyond the anticipated final semester, please speak with a DSO as soon as possible. The RCL form may be submitted in person or via email.

STUDENT SECTION: *Please complete this form section if you are the student.*

First Name: _____ Last Name: _____

Student ID Number: _____ Anticipated I-20 End Date: _____

Email: _____ Major: _____

Have you ever had a Reduced Course Load (RCL) before? Yes No If yes, what were the dates and the reason for the RCL? f

Semester of Intended RCL _____ Number of Credits to be Taken: _____

The purpose of the RCL Application is:

- Medical necessity
(Please provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.)
- Initial difficulty with the English language or reading requirement
(Valid for first semester only)
- Improper course level placement OR unfamiliarity with US teaching methods
(Please attach a letter of explanation from Advisor)
- FINAL semester of study

Please check the following:

- I certify that I have maintained full-time enrollment each required semester and am attaching the necessary funding to cover the period of my needed extension to this form.
- I certify that I understand the requirements, procedures, and ramifications stated in this form.

Signature: _____ Date: _____

Communication with a DSO during your approved RCL is required, especially at midterms, at the end of your approved RCL and if there is an emergency affecting you or CCC. If we are not able to reach you we will reach out to your emergency contact. All information must be valid for the entire length of the RCL. If your emergency contact's information changes during your RCL period, contact a DSO within 10 days. Your emergency contact will only be contacted should we not be able to reach you. It is recommended you use people who can speak on your behalf, make decisions for you, and be able to work swiftly in case of an emergency.

EMERGENCY CONTACT

Name: _____ Relationship to Student: _____

Phone number #1: _____ Phone number #2: _____

Email #1: _____ Email #2: _____

Current physical address: _____