



## Reduced Course Load

According to U.S. Citizenship and Immigration Services (USCIS) regulations, F-1 students must maintain a full course load:

- **Undergraduate students:** Minimum of 12 credit hours per semester
- **Graduate students:** Minimum of 9 credit hours per semester

A reduced course load (RCL) may be authorized under the following circumstances:

1. **Medical Condition or Illness** – A student may be authorized for an RCL for up to **12 months total** per program level, granted in semester-long increments. A licensed medical/clinician physician must provide documentation.
2. **Academic Difficulties** – First-year students may be eligible for an RCL for **one semester only** due to:
  - Initial difficulty with the English language
  - Initial difficulty with reading requirements
  - Unfamiliarity with U.S. teaching methods
  - Improper course level placement
3. **Final Semester** – Students in their last term may be authorized for an RCL if fewer courses are needed to complete their degree.

### Application Process for RCL:

1. Meet with an international student advisor to discuss your situation.
2. If eligible, obtain approval from your academic advisor or graduate program coordinator by completing this form.
3. **DO NOT** drop below full-time enrollment until you receive official authorization from the international student advisor.

### STUDENT INFORMATION

To be filled out by Student

Name: \_\_\_\_\_ Banner ID #:80 \_\_\_\_\_  
\*Please Print: First(Given) Last(Surname)

Major of Study: \_\_\_\_\_

Number of credit hours reducing to \_\_\_\_\_ Semester & Year (Fall/Spring): \_\_\_\_\_

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**REASON FOR RCL**

To be filled out by Advisor/Graduate Coordinator

I confirm that my advisee is maintaining full-time student status and making normal progress toward their degree. However, based on the criteria outlined by USCIS, I recommend approval for a reduced course load due to the following reason (check one):

*Academic Difficulty (First Year/First Semester Only)*

- Initial difficulty with the English language
- Initial difficulty with reading assignments
- Unfamiliarity with U.S. teaching methods
- Improper course level placement
- Adjustment difficulty in the American classroom
- Has been advised to audit one or more courses

*Completion of Program*

- Graduate student who has completed all coursework and is enrolling only for an approved internship or practicum
- Student is enrolling in final program requirements necessary for degree completion
- Undergraduate or graduate student studying full-time for a general examination

*Medical Condition*

Medical reasons require a separate submission and must include a statement from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.

- A physician's note has been provided to the Office of Culture & Belonging.

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Name of Advisor/Graduate Coordinator

Signature

Date

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Department

Phone Number

Email

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