

Reduced Course Load (RCL) Request Form

WARNING

Do not drop a course that will place you below 12 units without first obtaining DSO (Designated School Official) permission. RCL approval may be obtained by completing Sections 1, 2, and 3 of this form and then meeting with a DSO in the International Student Program (ISP) Office. Falling below 12 units during the Fall or Spring semester, without RCL approval will result in the termination of your F1 status.

RCL DEFINITION

- Enrollment in less than 12 units per semester
- Students withdrawing from one or more courses must remain enrolled in at least 6 units (*unless the RCL is for Medical reasons or for last semester*)

SECTION 1: Student Information

First Name:

Last Name:

Student ID#

SEVIS ID#

Semester RCL is Requested

Fall

Spring

Year

Phone#

Email

List Course(s) to be dropped:

Total # of Dropped Units:

Total Units Enrolled:

**If you are applying for an Academic RCL you must be enrolled in at least 6 units.*

SECTION 2: Select ONE Reason for RCL Request

Final Semester

Guidelines for RCL Approval:

- Used in a student's final term if they can complete the program with fewer classes
- Student must be enrolled in at least one required class

Illness or Medical Condition

Guidelines for RCL Approval:

Student must provide medical documentation from a licensed:

- Medical Doctor
- Licensed Psychologist or Psychiatrist
- Doctor of Osteopathy

Documentation must be on:

- Letterhead
- Signed by M.D. with License #

and Include:

- Recommendation of units to be taken: Part-time or excused from all classes.
- Dates to be excused from classes (*RCL request will be approved on a semester basis*).

SECTION 3: Signatures

Student Name:

Signature

Date

Academic Counselor/DSO Name:

Signature

Date

Not needed for Medical RCL Request

Designated School Official (DSO) Name:

Signature

Date

Needed for Medical RCL Request only

Academic Difficulty

Improper Course Level Placement

Initial Difficulty with the English Language

Initial Difficulty w/Reading Requirements

Unfamiliarity w/ U.S. Teaching Method

Guidelines for Academic Difficulty RCL Approval:

- Can only be used for the initial academic term
- Student must maintain a minimum of six units.
- Student must begin a full course of study at the next offered term.
- RCL start date and ends must correspond to the school session start and end dates

TO THE STUDENT: YOU MUST SUBMIT THIS COMPLETED FORM TO ISP BEFORE WITHDRAWING FROM THE COURSE(S)

Your RCL is not approved until you have been notified by you Academic Counselor and/or DSO. USCIS regulations require that in order for F1 student to maintain valid non-immigrant status, they must carry and complete 12 units during the period of study. Student approved for RCL must remain in at least 6 units, unless granted RCL for medical reasons or for last semester.