Information Regarding a Reduced Course Load Recommendation

For F-1 visa international students requesting to be enrolled less than full-time.

Information for Program Advisor and/or Course Instructor:

- Before an F-1 visa holding international student is permitted to be enrolled less than full time, a Reduced Course Load (RCL) Authorization must be granted by the Center for International Education (CIE).
- A recommendation is requested by CIE in order to assist with the assessment of eligibility. The recommendation is given by completing the RCL Recommendation Form.
- The recommendations listed on the RCL Recommendation Form must be given by the student’s program advisor or the instructor of the course that the student wishes to drop. NOTE: An RCL due to a medical condition is also possible, but the recommendation must come from a licensed medical doctor, licensed clinical psychologist, or doctor of osteopathy. Please refer the student to CIE for more information.
- A recommendation alone may not be sufficient to warrant RCL Authorization, as CIE staff must consider other factors prior to granting final authorization. If CIE denies an RCL request, the student will be given additional guidance as necessary.

Instructions for Student:

1. Bring the Reduced Course Load (RCL) Recommendation Form and this page of instructions to:
   a. The course instructor, if seeking permission to drop a course.
   b. An advisor for your program, if seeking permission to enroll less than full time before or shortly after the start of the semester, or if you have fewer than 12 credits remaining for degree completion.
2. Provide the course instructor or advisor with information on why you are seeking permission to reduce your course load.
3. If the instructor or advisor agrees to give you a recommendation, ask him/her to complete the instructor/advisor section on the RCL Recommendation Form.
4. Return the form to CIE to request final authorization.

NOTE:

- Allow at least one week for final review and processing by CIE.
- Be aware of drop deadlines! Allow sufficient time for CIE final review and processing prior to course drop deadline(s). CIE is unable to grant special permission to drop a class if the last day to drop has passed. Check your Student Center or inquire at the Enrollment Center for drop deadlines. Plan ahead accordingly.
- You do not have permission to be enrolled less than full-time or to drop the course until after final RCL Authorization has been granted by CIE. It is important to remain enrolled and attend classes full-time until you know whether the RCL has been approved by CIE.
- An RCL based on any of the “Academic Difficulties” listed on the RCL Recommendation Form may be used only once during your entire program of study at the associate degree level. You must remain enrolled in at least 6 credits even if approved for a reduced course load based on an Academic Difficulty.
- An RCL due to a medical condition is also possible, but the recommendation must come from a licensed medical doctor, licensed clinical psychologist, or doctor of osteopathy. See CIE for more information.
Reduced Course Load (RCL) Recommendation Form

See “Information Regarding a Reduced Course Load Recommendation” handout for instructions.

To be completed by student:

<table>
<thead>
<tr>
<th>Student Name: __________________________</th>
<th>Student ID #: ____________________________</th>
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**I am seeking permission to:** (check and complete all that apply)

- [ ] Enroll in fewer than 12 credits during ______________________ (semester/year).
- [ ] Drop the class: ______________________ (provide class name & 5-digit class number).

**I confirm that the information discussed with this advisor and provided on this form is truthful and accurate.**

Student Signature: __________________________ Date: __________________________

To be completed by program/walk-in advisor or course instructor:

I have discussed the above request with this student. Based on the information available to me, I am recommending a reduced course load due to:

- [ ] An Academic Difficulty Resulting From:
  
  (check one of the following reasons)
  - Initial Difficulty with English Language
  - Initial Difficulty with Reading Requirements
  - Unfamiliarity with U.S. Teaching Method
  - Improper Course Level

- [ ] Less than 12 Credits Remaining to Complete ______________________ (program name).
  
  Student needs ____ (number of) credits to complete degree requirements during __________ (semester/year).

**Recommendation provided by:**

Advisor/Instructor Name (please print clearly): __________________________

Signature: __________________________ Date: __________________________

For CIE Use Only:

**RCL Authorization APPROVED/DENIED by __________________ (P/DSO Name) on __________ (date).**

- [ ] Approval based on __________________________ (reason) for ______________ (semester/year).
- [ ] Denial due to: __________________________ (reason).

**Comments:** ________________________________________________________________

**Processing Steps:** Initial and date as the following steps are completed:

**If Approved:**

- RCL authorization entered in SEVIS & new I-20 issued.
- Removal of “ISM Hold” from student’s PeopleSoft record.
- Calendar reminder set to add “ISM Hold” again within 2 days.
- Student notified to drop course & collect new I-20.

**If Denied:**

- Student informed of denial and invited for further advising.