



# REDUCED COURSE LOAD (RCL) REQUEST FORM

## Academic Difficulty

Students in F-1 visa status are required to maintain a full course of study during Fall and Spring semesters. Full-time is defined as at least 12 units per semester for undergraduate students. Full-time for graduate students is at least 12 units per semester with a TA/GSR appointment, or at least 8 units without a TA/GSR appointment.

**Reduced Course Load must be approved by Office of International Affairs before dropping courses.**

- Students may seek authorization to be enrolled less than full-time during a given semester for a limited number of academic reasons including improper course placement or sequence, initial English language difficulties, initial difficulty with reading requirements or unfamiliarity with American teaching methods.
- Reduced enrollment for academic reasons may be approved for **only one semester** during the student's degree program. Students should consider carefully before requesting an approved reduced enrollment.
- Reduced enrollment for academic reasons must consist of at least 6 units, or half of the units required for a full course of study.
- Academic advisor (major advisor) must recommend the reduced enrollment.

### SECTION A: STUDENT INFORMATION

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Student ID Number:	<input type="text"/>	Degree Level:	<input type="text"/>
Major / Department:	<input type="text"/>	Semester of Requested RCL:	<input type="text"/>
Comments (optional):	<input type="text"/>		
Student's Signature:	<input type="text"/>	Date:	<input type="text"/>

### SECTION B: ADVISOR RECOMMENDATION *Select one of the reasons for the RCL and sign below*

- ☐ Improper course level placement or sequence
- ☐ Initial difficulties with (***circle one or both***): English language requirements ***and/or*** reading requirements
- ☐ Unfamiliarity with American teaching methods

### ACADEMIC ADVISOR'S SIGNATURE

**As the Academic Advisor for this student, I approve this student to carry less than the required number of units as indicated above.**

Academic Advisor's Name (please print):	<input type="text"/>		
Department:	<input type="text"/>	Email:	<input type="text"/> @ucmerced.edu
Advisor's Signature:	<input type="text"/>	Date:	<input type="text"/>