



## REDUCED COURSE LOAD (RCL) REQUEST FORM

### Medical Condition

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 (**one to eleven units**) during a given semester due to physical or mental health reasons.
- Students seeking authorization not to enroll (zero units) during a given semester due to physical or mental health reasons must complete required steps to withdraw with the University for that semester. For visa status purposes, it is a medical leave of absence.
- Medical RCL may be approved for no more than 12 months in total during a student's degree program. Approval for reduced enrollment will be given one semester at a time. Students with an ongoing medical condition must submit a new request form for each additional semester.
- Reduced enrollment cannot be approved without medical documentation from a US licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. Medical documentation must be a letter signed and dated by the doctor or psychologist stating student requires a reduced course load due to medical reasons with the start and end dates of the required RCL. Submit medical documentation with this form.

### 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"/>
Number of Units After Drop:	<input type="text"/>	Expected Graduation Date:	<input type="text"/>

### STUDENT'S SIGNATURE

**I have attached medical documentation and I have read and understand the conditions for a medical Reduced Course Load from the University as stated above.**

Signature:	<input type="text"/>	Date:	<input type="text"/>
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