



INTERNATIONAL
STUDENTS AND
SCHOLARS
Office of International Affairs

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.

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: Last Name:

Semester & Year of Requested RCL:

Intended Number of Units During RCL:

Student Signature: Date:

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

Comments (optional):

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. (Student must be enrolled in 6-11 units.)

Academic Advisor's Name (please print):

Department: Email:

Advisor's Signature: Date:

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