



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.

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, psychiatrist, doctor of osteopathy, licensed psychologist, or clinical psychologist. Medical documentation must be a letter signed and dated by the doctor 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"/>
UCM Email Address:	<input type="text"/>		
Semester & Year of Requested RCL:	<input type="text"/>	Intended Number of Units During RCL:	<input type="text"/>

STUDENT 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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