



Reduced Course Load Guide

Overview

Dropping below full-time enrollment (12 credits) requires prior approval from International Student Services (ISS) in the Center for Global Education in the form of a Reduced Course Load (RCL). See 8 CFR § 214.2(f)(6)(iii). Students experiencing difficulty with English language proficiency or reading requirements will be recommended to register for English as a Second Language coursework, as needed, to improve language skill. ISS reserves the final right to approve or deny any Reduced Course Load request. In some cases, ISS may instead recommend a Leave of Absence, which would allow the student to withdraw from classes but also necessitates departure from the United States.

Eligibility: A student is only eligible for a Reduced Course Load in very specific circumstances:

1. Academic Difficulty (only approved once per academic level):
 - You are in your first or second semester and are having initial difficulty understanding American teaching methods for your classes.
 - You have been placed in an improper course level.
 - You are having initial difficulties with English language/reading requirements.
 - In all case, you must resume full-time study in the next available semester. You must carry at least half-time credit hours.
2. Documented Illness, Medical, or Psychological Condition (12 months total)
 - You have a documented illness, medical, or psychological condition. Bring a completed Medical Reduced Course Load Approval Form to the Associate Director of ISS. Your licensed physician, doctor of osteopathy, licensed therapist or clinical psychologist must complete the Medical Reduced Course Load Approval Form.
3. Completion of Course of Study
 - You are in your last semester and require fewer credits to graduate than are necessary to be considered a full-time student. You may only use this reason twice.

To Apply

1. If your Associate Director of ISS feels that you qualify for a reduced course load, complete the Reduced Course Load Form. Your academic advisor will need to sign for all academic related request. Follow the specific instructions on the form for medical RCLs.
2. Do not drop below full-time registration until an international student advisor approves your request. Dropping below full-time registration before obtaining RCL approval constitutes an immigration violation and may result in the termination of your student status.

Important: These are the only categories that are permitted to request permission to be less than full-time. If you encounter another situation that does not fit with these criteria, please speak with the Desnee Stevens, Associate Director of International Student Services to discuss alternative.