



Office of Global Engagement

## REDUCED COURSE LOAD REQUEST

This form must be completed by you, the student, and your Academic/Program Advisor and approved by the Director of International Student Services to request approval for **Reduced Course Load** from the International Student Services office.

### Section A: To be completed by Student (Please PRINT)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
 Rivier ID No.: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Degree: Undergraduate (BA, BS) \_\_\_\_\_ Graduate (MS, MBA) \_\_\_\_\_  
 Major: (CS, CIS, etc.) \_\_\_\_\_ SEVIS I-20 Program End Date: \_\_\_\_\_  
 Signature of Student: \_\_\_\_\_

### Section B: To be completed by Academic/Program Advisor

An International student is required to be registered full time every semester (fall and spring). Full time is 12 credits for undergraduate students and 9 credits for graduate students. If you want to withdraw from a course which will cause you to be less than full time you must be approved for RCL before dropping the course.  
 NOTE: Failure to maintain full time registration constitutes losing your F1 status.

*This form is to be completed by the either an Academic Advisor or Program Advisor. The form should be sent to the Director of International Student Services after the academic/program advisor's approval.*

Check one reason for Reduced Course Load (RCL) and Specify: FA \_\_\_\_\_ SP \_\_\_\_\_

**RCL for Academic Difficulties [8 CFR 214.2(f)(6)(iii)(A)]**

- a) Initial difficulties with English language
- b) Unfamiliar with American teaching methods
- c) Initial difficulties with reading requirements
- d) Improper course placement

**Medical Reasons [8 CFR 214.2(f)(6)(iii)(C)]** Medical note is mandatory prior to approval.

**Completion of course of study/last semester [8 CFR 214.2(f)(6)(iii)(C)]**

Program Completion Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date of Endorsement: \_\_\_\_\_

Signature of Academic/Program Advisor: \_\_\_\_\_

### Section C: Approval of the Director of International Student Services

Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_