

# APPLICATION FOR REDUCED COURSE LOAD (RCL)

**F-1 students are required to register for a full course of study (12 hours minimum) in order to maintain legal status unless one of the following exceptions is first approved by the PDSO:**

**Illness or medical condition**

The student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. RCL can be granted for no more than a total of 12 months during any one course / level of study.

**Initial difficulty with the English language**

The PDSO may authorize RCL for one semester only due to initial language problems; student must remain registered for at least 6 hours. Additional language study or other work may be required as a condition of RCL.

**Initial difficulty with reading requirements**

**Unfamiliarity with American teaching methods**

**Improper course level placement**

The three exceptions above require supporting documentation from the relevant professor(s) or the academic advisor. The PDSO has the discretion to approve or deny academic RCL on a case-by-case basis. Only one semester of RCL may be authorized for any of the academic reasons above. If RCL is granted for one term, student must resume a full 12-hour course of study the next term.

**To complete course of study in current term**

A student may be authorized to register for less than full time if fewer than 12 hours are needed to complete the program of study in that term. Student should provide the PDSO with the academic advisor's supporting statement and must have applied for graduation in that term. Student may not register for "0" hours.

**Please check the box above that applies and provide some explanation in the space below:**

**Submit this form along with required documentation to the PDSO prior to registration OR prior to dropping of courses that will result in less than 12 hours of study. If you drop below full time without prior PDSO authorization, you will be out of status.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_