

Reduced Course Load Authorization

Federal regulations (law) require all students in F-1 or J-1 visa status to enroll in and complete a full-time load of courses each fall and spring semester. Undergraduate students are required to complete 12 credits each semester; graduate students are required to complete 9. Grades of non-participation (FN), withdrawn (EX), or delayed (DL) do not meet this requirement. Only letter grades (A, B, C, D, or F) count towards full-time enrollment.

Under certain circumstances, students may apply for authorization to complete a reduced course load. These circumstances include:

- **Medical reasons**
- **Improper course level placement**
- **Difficulties with the English language** (in the first semester only)
- **Difficulties with American teaching methods** (in the first semester only)
- **Difficulties with Reading Requirements**
- **Last term before graduating**

In order to be eligible to register for a reduced course load, you must have the attached form filled out by your academic advisor. Once this form is complete, return it to the UMSL Global (ISSS) where it will be reviewed. You will be informed of the decision by email.

Dropping a course without approval from the ISSS will put you in violation of your immigration status. You cannot drop a course until you have written approval from our office.

To repeat: **you cannot drop a class until you have received *written* approval from our office to do so.**

If you or your academic advisor has any questions, please contact our office.

Reduced Course Load Authorization (RCL)

Student Information (student completes this section)

Your Name: _____, _____ Visa: F-1 J-1
Family/Last Name Given/First Name(s)

Triton # (Student's ID): _____ Phone# _____ Today's Date: _____

Degree Program/Major: _____

Local Address: _____
Street Name Apt # City State Zip Code

Current Level (select one): Bachelor's Master's Graduate Certificate PhD OD

Which class(es) will you drop: _____

How many credit hours will you be enrolled after dropping the class(es): _____

Academic Advisor Recommendation: Basis for RCL (advisor completes this section)

U.S. immigration law requires international students to register for full-time study during each fall and spring semester. Full-time study is **12 credit** hours for **undergraduates** and **9 credit** hours for **graduate** students.

Certain circumstances justify a reduced course load (RCL). Since you are in the best position to supply information about this student's academic situation, we are asking you to indicate which of the following situations, if any, explains why the student should not enroll in a full-time load of courses.

Please indicate the student's graduation date, the semester in question, and the reason for the RCL:

1. Anticipated Graduation Date (semester and year): _____

2. This form is for the: FALL or WINTER/SPRING 20_____

Note: this form is only for one semester at a time and is not intended for summer terms

3. I recommend that this student be authorized for a reduced course load because s/he (check one):

is having difficulty in his/her first or second semester with:

English language

American teaching methods

Reading requirements

Improper course placement

will finish the degree program at the end of this semester

has a medical condition (**attach documentation from a licensed doctor**)

4. Notes (if any):

Academic Advisor's Signature

Date

Academic Advisor Print Name

Title

For use by ISSS staff only

Hold(s)? _____ Current enrollment: _____

Periods of RCL? _____

Date completed: _____ Signature: _____