



Reduced Course Load Form (RCL)

Academic Advisor's Certification for International Students Enrolling Less than Full-Time

To request approval for a reduced course load, please read the information below, complete the information on the reverse of this form, and obtain the signature of the appropriate USU representative. Undergraduate students should submit this completed form to the Office of International Students and Scholars in TSC 313. Graduate students should submit this form to the School of Graduate Studies in Old Main 164.

Requirement to Maintain Full-time Enrollment Status:

As an F-1 or J-1 international student, you are legally required to maintain full-time enrollment status during normal enrollment periods. Full-time status at USU is defined as:

- 12 credit hours per semester for undergraduate students
- 9 credit hours per semester for graduate students

Normal enrollment periods typically occur during fall and spring semesters with an annual vacation semester permitted each summer (some exceptions apply). Students who wish to enroll less than full-time during a normal enrollment period *must* complete this Reduced Course Load Form and submit it to the Office of International Students and Scholars (OISS).

Requirement for Prior Approval for Reduced Course Load:

Submission of this form does not guarantee that your request for a reduced course load will be approved. Therefore, you should verify that your request has been approved:

- *before* registering for less than a full course load during a normal enrollment period (RCL must be submitted before the first day of classes) and
- *before* dropping a course, or courses, that will result in less than a full course load.

Failure to comply with this requirement could jeopardize your legal status in the U.S., forcing you to exit the U.S. and/or apply for reinstatement.

Regulations Pertaining to Online / Distance Education Courses:

Students may count a maximum of one online or distance education course toward their full-time status each semester. A course holds the "online" or "distance education" distinction if it does not require a student's physical attendance in a classroom for classes, exams, or "other purposes integral to completion of the class." These courses include those offered "principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, satellite, audio conferencing, or computer conferencing."

Special Documentation Required for Reduced Course Load Based on Medical Necessity:

Students who wish to enroll less than full-time based on medical needs must submit a letter recommending a reduced course load from a licensed physician (Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist). This letter must be typed on physician's letterhead, dated, and signed by the physician. It must also explain the student's medical condition, state that full-time enrollment is not advisable for a specific semester, specify a recommended number of enrollment hours, and specify a date by which the student will be expected to return to full-time study.

Immigration regulations governing reduced course loads for students with medical needs state that:

- Reduced course load enrollment for medical reasons may not exceed a total of 12 months during a student's program of study. Students are granted this 12-month limit for *each* level of study they pursue (bachelor's, master's and doctoral levels). If, after 12 months, a student is unable to resume full-time study due to medical reasons, immigration policy requires that the student either (1) exit the U.S. with the option to reapply for study once s/he is able to undertake a full course load or (2) apply to change to a new visa classification suited for continued medical treatment in the U.S.
- If a student's medical condition prevents full-time enrollment for more than one semester, medical documentation must be newly provided and OISS must newly authorize a reduced course load for each subsequent semester in which a reduced course load is required. Medical documentation and OISS authorization are not required during a student's annual vacation semester.

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The U.S. Department of Homeland Security and the U.S. Department of State allow very limited reasons for F-1 and J-1 international students to enroll less than full-time. These reasons are listed below. To request approval for a reduced course load, please read and follow the instructions on the reverse of this form.

Name: _____ Student ID: A _____
Last/Family First Middle

Address: _____ Phone: (____) _____
Number / Street Apartment No.

_____ Level: Bach Mast PhD
City State Zip

E-mail: _____ Visa: F-1 J-1

Semester / Year for RCL: _____ Number of credits this semester: _____

Major / Field: _____ I-20 or DS-2019 Expiration: _____

I have read and understood the information and instructions on the reverse of this form. I certify that the information contained on this form is true and correct to the best of my knowledge. I understand that if I have any questions regarding my request for a reduced course load, I may direct my questions to the OISS.

Student Signature Date

I recommend that the above named undergraduate student be permitted to enroll for less than a full course load for the following reason:

- _____ Difficulties with English language (valid only during student's first semester)
- _____ Difficulties with reading requirements (valid only during student's first semester)
- _____ Unfamiliarity with U.S. teaching methods (valid only during student's first semester)
- _____ Student placed in improper course level
- _____ Student's final semester before graduating
- _____ Medical reason (Health care professional's documentation required. See guidelines on reverse.)

Undergraduate Academic Advisor (Print) Advisor Signature Date

I recommend that the above named graduate student be permitted to enroll for less than a full course load for the following reason:

- _____ Student holds at least a 15 hour/week graduate assistantship and is registered for a minimum of 6 graduate-level credits
- _____ Student is completing final semester before graduating (Plan C).
- _____ Student is completing formal coursework and is working full-time on thesis or dissertation.
- _____ Student has completed formal coursework and is working full-time on thesis or dissertation.
- _____ Medical reason (Health care professional's documentation required. See guidelines on reverse.)

Graduate School Signature Date

Office of International Students and Scholars • TSC 313, 0140 Old Main Hill • Logan, UT 84322
 T 435-797-1124 • F 435-797-3522 • www.usu.edu/oiss

RCL Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No DSO/ARO Initials: _____ Date: _____
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