

REQUEST FOR REDUCED COURSE LOAD (RCL)
This Request Must Be Submitted and Approved BEFORE Coursework is Dropped

Number of Hours Required of Undergraduate Students = 12 hours each semester
Number of Hours Required of Graduate Students = check with program director
NOTE: Summer courses are optional and do not count toward the enrollment requirement.

**DROPPING A COURSE RESULTING IN LESS THAN FULL-TIME ENROLLMENT
WITHOUT APPROVAL IS AN AUTOMATIC VIOLATION OF YOUR IMMIGRATION STATUS.**

PLEASE NOTE:

Requests for reduced course load may not be submitted before a semester begins and cannot be approved once the course(s) have been dropped. **Approval of a reduced course load is valid for one semester only.**

Section A. To be completed by student:

Family Name _____ Given Name _____

Degree Level (*circle one*): **Bachelor** **Master** **Doctorate** **Non-Degree**

CIRCLE APPROPRIATE TERM: **Fall** **Semester II** of 20 ____.

Section B. To be completed by Key Academic or Major Advisor: It is your choice whether or not to sign this recommendation should the student’s case not meet any of the situations listed below.

of Credit Hours After Drop: _____ **STUDENT MUST MAINTAIN AT LEAST SIX CREDIT HOURS**

Please check (II) one of these circumstances allowed by BCIS regulations:

- _____ Initial difficulties with English or with reading requirements (**first semester of attendance only**)
- _____ Unfamiliarity with American teaching methods (**first year of attendance only**)
- _____ Improper course level placement (*example: a freshman being placed in 400-level course*)
- _____ Student is in last semester of program and needs less than 12 hours to meet graduation requirements.
- _____ Student has completed formal studies and is preparing for comprehensive exam (**Graduate students only**)
- _____ Student has completed formal studies and is engaged in thesis/dissertation research (**Graduate students only**)
- _____ Illness or Medical Condition (**must be documented by a physician on official letterhead**)

Advisor Name (please print): _____

Advisor Signature: _____ Date: _____

FOR INTERNATIONAL DIVISION USE ONLY --

This request for reduced course load was: _____ Approved _____ Denied

DSO Signature: _____ Decision Date: _____

Date Entered into SEVIS: _____ *White copy – International Division Yellow copy – Student*