



## Reduced Course Load (RCL) Authorization Form

All F-1 and J-1 students are required by immigration law to register for and successfully complete a full course load each academic term (12 semester hours or 9 quarter hours). This excludes summer term, which for those on the quarter system may be any quarter after completing 3 full-time quarters. Students may not take 2 consecutive vacation terms.

The purpose of this form is to authorize a student for less than full-time registration for a specified term. Graduate students who are considered to be full time based on Academic Division/College standards do not need to complete this form. The equivalent of 12 (or 9 quarter) credit hours may include an assistantship, fellowship, TA position, etc., but your term registration must reflect full-time. Students should have documentation from their departments showing how full-time equivalency was determined.

**SEVIS requires that a reduced course load be authorized by the ISO in advance.** Failure to comply with this regulation may have severe consequences on your ability to stay in the U.S. to study or work.

### Student Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Degree/Major: \_\_\_\_\_ UID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Semester/Quarter Requested: \_\_\_\_\_ Intended number credits this term: \_\_\_\_\_

### Recommendation of Academic Advisor: *Please check the appropriate reason for RCL request*

- Academic Difficulties:** Students may claim this category only once during their course of study and must maintain registration of at least 6 credits.
  - Initial difficulties with the English language or reading requirements** (*first term only*)  
Please note: Student must register for ESL classes.
  - Unfamiliarity with U.S. teaching methods** (*first term only*)
  - Improper course level placement**
- Student has fewer than 12 semester/9 quarter credits remaining to graduate** (*final term only*): Ability to extend student's current program beyond this term is limited.
- Medical Condition** (*additional documentation is required*): Please attach a letter from a UHS physician to ISO confirming the diagnosis from a licensed physician, licensed clinical psychologist, or doctor of osteopathy. This option is renewable for up to 12 months in aggregate, provided the renewal is obtained in advance every term. If more than 12 months are needed, the student must change status or leave the U.S. to pursue medical care at home.
- Concurrent Enrollment:** Student will enroll in courses at UR and another recognized school/program, in consultation with an advisor.

### This student has departmental approval for a reduced course load or medical withdrawal.

Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Certification from Dean's Office:

\_\_\_\_\_  
Grad/Undergrad Dean's Signature                      Name (print)                      Date

**Return completed form to ISO for RCL authorization and new documentation**