Reduced Course Load Request

Office of International Students & Scholars *Revised November 6, 2015*

U.S. immigration regulations require F-1 students [8 C.F.R. § 214.2(f)(6)] and J-1 students [22 C.F.R. § 62.23(e)] to be registered full time (12 credit hours per semester for undergraduate and exchange students and 9 credit hours for graduate students). **This form must be completed and approved by OISS *before* dropping below minimum hours. Failure to do so is a violation of your immigration status and may result in the termination of your F-1 or J-1 status.**

TO BE COMPLETED BY STUDENT

Name: _____ Department/Major: _____

Degree Level: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Exchange

Semester Requested: ☐ Fall ☐ Spring 20___

Class(es) To Drop: _____ Number of Credit Hours Remaining: _____

I attest that I have properly maintained my immigration status.
I understand that I must continue to be registered for at least 6 credits to be paid for on-campus employment.

Student Signature: _____ Date: _____

The reasons listed below are the only options to drop below full-time enrollment under immigrations regulations: 8 C.F.R. § 214.2(f)(6)(iii) and 22 C.F.R. § 62.23(e).

RCL DUE TO ACADEMIC DIFFICULTY: TO BE COMPLETED BY FACULTY MEMBER
Only permitted during one semester per degree program; minimum 6 credit hours still required. Select one reason:

☐ Initial difficulty with the English language
☐ Initial difficulty with reading requirements
☐ Unfamiliarity with American teaching methods
☐ Improper course level placement

Course Number: _____ Course Name: _____

Name of Course Instructor: _____

Instructor Signature: _____ Date:_____

RCL DUE TO ILLNESS OR MEDICAL CONDITION
A valid medical reason must be indicated in a letter stating the nature of the medical condition, the reason for a reduced course load, and how many credit hours can be taken. One year of RCL for medical reasons is permitted per degree program and must be renewed each semester. Zero hours is permitted if clearly stated in the letter.

☐ Letter is attached from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist

RCL DUE TO FINAL SEMESTER
Students are permitted to take a reduced course load their final semester at Rice if they do not need the full-time number of credit hours to complete requirements for their degree. However, students should note that failure to complete degree requirements as planned during final semester RCL may result in a violation of immigration status.

☐ Number of hours still needed to complete degree program in final semester: _____

Name of Academic Advisor: _____

Academic Advisor Signature: _____ Date:_____

Notified DOU/GPS? ☐ Yes ☐ No
OISS Authorization: ☐ Yes ☐ No Approved by: _____ Date: _____