



Reduced Course Load (RCL) Request

Office of International Students & Scholars

Revised December 13, 2017

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: _____ Student ID: _____ Dept./Major(s): _____

Deg. Level: Bachelor's Master's Doctorate Exchange Semester Requested (circle): Fall / Spring / Summer 20_____

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

I understand that I must register for at least half of a full-time course load (6 credits for *undergraduates* and 5 credits for *graduate students*) 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).

Option 1: RCL DUE TO FINAL SEMESTER (Verified by Academic Advisor)

Students may take a reduced course load their final semester at Rice if they do not need a full-time course load to complete requirements for their degree program (**includes major and minor requirements for undergraduate students**). Students must be enrolled in **at least one required class**. Students should note that failure to complete degree requirements as planned during final semester may result in a violation of immigration status.

I verify that the **TOTAL** number of hours still needed to complete the degree program in final semester is: _____

Name of Academic Advisor: _____ Signature: _____ Date: _____

Option 2: RCL DUE TO ACADEMIC DIFFICULTY (Verified by Course Instructor)

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: _____

I verify, as the course instructor, that the student is needing an RCL for academic difficulty due to one of the reasons above, which I have marked.

Instructor Signature: _____ Date: _____

Option 3: RCL DUE TO ILLNESS OR MEDICAL CONDITION (Verified by letter from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist)

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.

Student: I verify that I have attached the letter to this RCL request.

Notified DOU/GPS? Yes No

OISS Authorization: Yes No Approved by: _____ Date: _____