



# Reduced Course Load Request

Office of International Students & Scholars

Revised April 27, 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: \_\_\_\_\_

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: \_\_\_\_\_