Reduced Course Load (RCL) Request

Office of International Students & Scholars  Revised September 4, 2018

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.

Note: Per Rice GA, Graduate students “must register for at least three credit hours in a semester. Students in their final semester who require less than three credit hours to complete their degree, may register for less than 3 credits with permission from the dean of graduate and postdoctoral studies.”

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 immigration 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: __________