



Reduced Course Load (RCL) Request

Office of International Students & Scholars

Revised December 18, 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 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: 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.” <https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#text>

Student Information

Name: _____ Student ID: _____ Telephone: _____

Dept./Major(s): _____ Email: _____

Deg. Level: Bachelor’s Master’s Doctorate Artist Diploma 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. Meeting with an OISS advisor required. Select one reason:

- Initial difficulty with the English language (*1st sem. only*)
- Unfamiliarity with American teaching methods (*1st sem. only*)
- Initial difficulty with reading requirements (*1st sem. only*)
- Improper course level placement

Course Number: _____ Course Name: _____ Name of Course Instructor: _____

I verify that the student requires an RCL for academic difficulty due to one of the reasons above, which I have marked.

Name of Course Instructor: _____ Signature: _____ Date: _____

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

NOTE: NCAA Athletes must have signature of Athletic Academic Advisor on this form.

Option 3: RCL DUE TO ILLNESS OR MEDICAL CONDITION

(Verified by letter from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist).

Medical conditions require sufficient documentation, including a letter stating the nature of the medical condition, the reason for a reduced course load, and how many credit hours a student should take. Approvals are considered on a case-by-case basis and OISS advisor consultation required.

Student: I verify that I have attached the letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to this RCL request.

Notified DOU/GPS? Yes No

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