Part-Time Enrollment/Reduced Course Load (RCL)

Part A: Instructions to INTERNATIONAL STUDENTS
Complete this section of the request form for a Reduced Course Load (RCL) and submit it to Office for International Programs (OIP).

Do not drop below full time status until you receive an email message from OIP stating whether or not your request has been processed and approved in SEVIS for the semester requested.

Family/Last Name: Given/First Name: 
Phone #: LID #: 
Semester for which part-time enrollment/reduced course load is requested: 
Proposed # of Credits: Signature: 

Part B: To be completed by Academic Advisor
In order for F-1 international students to maintain their lawful immigration status, they are required to be enrolled full-time, each term, which is:

- 18 credit hours for ESL
- 12 credit hours for undergraduates
- 9 credit hours for graduate students
- 8 credit hours for law students
- 6 credits for Quinlan Business students

Exceptions to the full-time rule must be approved by OIP.

► Allowable reasons for a drop below full time status for immigration purposes are listed below. Please check the reason that applies to the student:

☐ The student is having difficulty with reading requirements (in first year of study)
☐ The student is having difficulty with English language (in first year of study).
☐ The student is unfamiliar with American teaching methods (in first year of study).
☐ The student has been placed in the improper course level.

Reduced Course Load for the above reasons may be requested only one time during each degree program.

☐ Student is in final term of study. Anticipated graduation date for this student:

☐ Vacation term for this student. Valid for Quinlan Business School students only.
Concurrent Enrollment: Students who wish to be enrolled at two institutions to fulfill the full-time requirement may do so, but must provide the following information:

Name of institution where student will be concurrently enrolled:

*Once registered at the concurrent institution, students must bring a copy of enrollment to the Office for International Programs in order to be authorized for concurrent enrollment.

Medical Reason: Students may be authorized for a reduced course load for the term due to a medical condition. The student must provide a letter from a licensed medical doctor or licensed clinical psychologist recommending the reduced course load. This recommendation can be extended for a total of one calendar year.

Academic Advisor Approval
By my signature below, I recommend part-time enrollment for this student for the semester requested:

Name of Academic Advisor:

Email Address: Signature:

Phone #: Today’s Date:

Part C: To be completed by the Designated School Official in OIP

The student: ☐ is ☐ is not approved for drop below full-time status.

The student was notified: ☐ By e-mail ☐ By phone

☐ In person On (date)

The authorized drop below fulltime status was recorded in SEVIS on (date):

Name of DSO: Today’s Date: