

**Deadline: 1<sup>st</sup> Friday of Instruction**

## Request for Reduced Course Load <Academic Difficulties / Final Semester>

All international students on F-1 and J-1 visas are required to enroll full time during Fall and Spring semesters. According to USCIS regulations, students can obtain authorization from International Student Advisors for exceptions for a specific term with a certain reason. Students who fail to obtain approval will be considered out of status and SEVIS records will be terminated, and will lose F-1 status and F-1 student benefits.

*If you are requesting RCL due to academic difficulties and/or final semester, **please submit this form with a copy of Titan Degree Audit (TDA) and necessary documents instructed below.***

### Student Information

LAST NAME:	FIRST NAME:
CWID:	MAJOR:
DEGREE: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	APPLYING SEMESTER & YEAR: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:
EMAIL:	UNIT ENROLLED:

### Academic Difficulties or Final Semester – recommendation from academic advisor(s) required

**To Advisor:** Check one of the reasons (Academic Difficulties or Final Semester) for recommendation and sign below.

**Academic Difficulties** – Indicate the reason (check only one box - 1, 2, 3, or 4). Reduced course load caused by academic difficulty can be authorized **only one** time per academic level. A **minimum** of six units of enrollment is required.

- 1)** Difficulty with English language (does not apply to transfer students at junior level)
- 2)** Difficulty with reading requirements
- 3)** Unfamiliarity with U.S. teaching methods (does not apply to transfer students at junior level)
- 4)** Improper course placement

**Final Semester** – Reduced course load caused by final semester can be authorized **only one** time per degree program. The degree must be conferred during the term of RCL approval.

#### Academic Department (Both Graduate and Undergraduate Students)

ADVISOR'S NAME:	DEPT:
SIGNATURE:	DATE:
PHONE:	EMAIL:

**Advisor Notes/Comments:**

#### GE Advisor (Undergraduate Students Only)

ADVISOR'S NAME:	DEPT:
SIGNATURE:	DATE:
PHONE:	EMAIL:

**Advisor Notes/Comments:**

**ISS Office Use Only:** ISS Advisor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied