

Reduce Course Load (RCL) Form

ACADEMIC REASONS



A student with a F-1 or J-1 visa required by the U.S. Federal Regulations to enroll in a full course load of study each Fall and Spring semester: 12 credits for undergraduate students and 8-credits for graduate students. An International student advisor can authorize "Reduce Course Load" and update SEVIS prior to the student reducing the student's course load. If a student drops below full-time course load prior approval will be out of status (8 C.F.R.S.214.2 (f) (6) (iii)).

Make an appointment with MSUM International Student Advisor and please complete this form and bring the relevant supporting documents to your appointment.

This form is ONLY for one semester. Must be completed every semester the student plans to go below full-time enrollment IF APPLIES.

Name: _____ Dragon ID: _____

Email: _____ Phone Number: _____

Semester/ Year: _____ **TOTAL CREDIT HOURS ENROLLED AFTER THE DROP:** _____
Major: _____

Student is going to be enrolled on a REDUCED COURSE LOAD (RCL) Because

ACADEMIC REASON (To be completed by Academic Advisor)

Student may only be approved once for academic reasons per degree level.

(* - a student must maintain at least 6-credits per semester; # - applicable only during the first year in the US)

1. ___ Improper course level placement (*)
2. ___ Initial difficulties with the English Language and reading requirements (*, #)
3. ___ Unfamiliar with U.S. teaching methods (*, #)
4. ___ Student is a Graduate Student and has only the Thesis, project, exams etc left
5. ___ Graduate Student has a Graduate Assistantship and is registered for 6-credits
6. ___ Student is concurrently enrolled at another U.S. Institution or taking **ONE** online class
7. ___ Students final semester and needs less than full-time enrollment to complete the course of study

For the reasons cited above, I recommend the above names student to be allowed to take reduce course load:

Academic Advisor's Signature

Date

Shawn Soderberg, Assistant Registrar's Signature

Date

Students Name: _____ Signature : _____

Email

Phone

International Student Services (ISS) received date: _____ Approved or Denied: _____

Please go to the second page if you are requesting Reduce Course Load due to Medical Reasons:

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MEDICAL REASONS



F-1 or J-1 student is required by the U.S. Federal regulations to enroll in full course load of study each semester (except for summer). Students should take 12 credits for undergraduate students and 8 credits for graduate students. An International student advisor can authorize a “Reduce Course Load” and update SEVIS prior to reducing the students course load. Student who drops below full time enrollment prior approval of the Office of International Programs will be considered out of status.

Make an appointment with your Advisor and the RCL Form complete along with supporting documentation to your appointment. This process MUST be completed EACH semester.

MEDICAL REASONS

The International Student Advisor may authorize a reduce course load (RCL) or if necessary no course load, due to a student’s temporary illness or medical condition for a period of time not exceeding an aggregate of 12 – months. Please submit the following documents:

- A letter from your physician (medical doctor, doctor of Osteopathy or a Licensed Clinical Psychologist only).
 - The letter must be typed, dated and signed by the physician on the physician’s letterhead **and**
 - The physician must indicate that you have a medical condition which prevents you from registering full-time during a specific semester **and**
 - The physician must specify the number of semester hours for which you can register **and**
 - The physician must specify the date by which you will be expected to return to full-time studies
- The letter must be sent to Office of International Programs, Ms. Janet Hohenstein as soon as possible, preferably before the semester begins, or as soon as possible after the onset of your medical condition if it occurs after the semester begins. If you need to drop classes after the semester begins, you will not legally be able to do so until the director receives this letter.
- Students who are pregnant or who had a baby recently:
We encourage students to obtain a letter from the physician if pregnancy complications have risen for you to not to take classes or reduce your course load. We encourage students to take up to 12 weeks off as that is the maximum allowed days under Family Medical Leave Act for American workers under U.S. Law. Check with Office of International Programs for more information.

Students Name: _____ Date: _____

Dragon ID: _____ Email: _____ Phone : _____

International Student Services (ISS) use only _____

Received Date: _____ Approved/Denied: _____

Staff Signature: _____