



Reduced Course Load (RCL) for F-1 Students

- Do not enroll for less than a full course load or drop below a full course load without **PRIOR** approval from the International office. The following form must be completed before reducing your course load (RCL) below full time hours.
- Read the instructions on the reverse side of this form before completing it.

Name (Print) _____
Last (Family Name) First (Given Name) Middle

HU ID # _____ Phone _____ E-mail Address _____

Country of Citizenship _____ Birthdate (MM/DD/YY) _____

Undergraduate or Graduate Classification _____ Major _____

Semester & Year admitted _____ Expected Date of Graduation (MM/YY) _____

Indicate the term for which you are requesting course reduced load:

- Fall
 Spring
 Summer Year: _____

Indicate the total number of credits you will be taking during the requested semester: _____

Note: Reduced course load may result in a loss of institutional funding.

Indicate the reason for your reduced course load:

- | | |
|--|--|
| <p>___ 1. Final semester and less than a full course load needed to graduate.</p> <p>___ 2. Academic difficulties (Attach adviser letter)</p> <p>a. ___ Initial difficulties with the English language or reading requirements</p> <p>b. ___ Unfamiliarity with U.S. teaching methods</p> <p>c. ___ Cancelling a class due to improper course level placement.</p> | <p>___ 3. Medical Reason (Attach doctor letter)</p> <p>___ 4. Participating in a full-time required internship or full-time co-op program.</p> <p>___ 5. Work on thesis or dissertation; or preparing for preliminary examinations.</p> <p>___ 6. Conducting full-time research overseas for more than 5 months or study abroad & academic adviser's letter of consent</p> |
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STUDENT'S SIGNATURE:

I have read and I understand the instructions on the reverse side of this form.

_____ Date _____

ACADEMIC ADVISER'S SIGNATURE:

As the academic adviser, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's exception from the full course of study be approved.

_____ Date _____ Phone _____

Name and Title _____ Dept. _____

HU International Office Signature:

_____ Date _____

FULL COURSE OF STUDY REQUIREMENT

Immigration regulations require that all F-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic adviser as well as the HU International office and must be pre-approved. **Dropping below a full course of study without PRIOR approval from HU International office results in a loss of legal status.**

TO REQUEST A REDUCED COURSE LOAD:

1. Determine if you need to submit a Reduced Course Load form. Read the section titled "General Registration Information" below.
 2. Determine if your situation is acceptable for a reduced course load. Read the section "Acceptable Reasons for a Reduced Course Load" below. If your reason does not match one of those listed, you are NOT eligible for a reduced course load and you must enroll full-time.
 3. Complete this form and select the reason for your reduced course load.
 4. Submit the form to your academic adviser for signature.
 5. If you have selected reason #2 (Academic Difficulty), request a support letter from your academic adviser.
 6. If you have selected reason #3 (Medical Reason), request a letter from your doctor.
 7. Come to the HU Int'l office with your completed reduced course load form (RCL), and any necessary support letters. If accepted, an HU International office adviser will sign your form and return the original to you for your records.
- The deadline for submitting a request for reduced course load is the first day of the semester.
 - If you plan to drop below the full course minimum during a semester in progress, you must submit this form to HU International office **PRIOR** to withdrawing from your course(s). Dropping below full-time without **PRIOR** approval from HU International office constitutes a loss of legal status.

GENERAL REGISTRATION INFORMATION

- **Minimum credit requirements** for...
Graduate School Students: 6 credits per term
Undergraduate Students: 12 credits per term
Note: undergraduates are automatically charged tuition for 13 credits. If you are taking less than 13 credits, you must also submit a "Reduced Credit Load" form to your department adviser.
- **Summer Session Enrollment:** Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer **MUST** enroll full-time during the summer of admission.
- **Thesis credits** DO count toward your full course of study requirement. As long as the total number of credits meets your minimum requirement, you do not need to submit this form.

- Students with F-1 status may include a maximum of 1 course of not more than 3 credits of **Distance Learning** in their full course requirement.
- **Audited** courses do NOT count toward your full course requirement. The audit grade basis for courses means you do not earn credit for the course.
- Enroll for all of your credits at the beginning of the term. If you plan to split your enrollment between the first and second half of the semester, you must enroll for ALL courses at the beginning of the term. You may not wait until mid-term to enroll for second-half courses.
- You are responsible for your enrollment. If your department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs early in the semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you will lose your legal status.

ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD

1. FINAL SEMESTER

- For students who will complete their degree at the end of the term for which the reduced course load is requested.

2. ACADEMIC DIFFICULTY due to:

- a. Improper course level placement
 - b. Initial difficulty with English language requirements
 - c. Unfamiliarity with US teach methods
- May be used once per degree level.
 - Requires a supporting memo from your academic adviser
 - Student must maintain half-time enrollment during the semester of reduced course load due to academic difficulty.

3. MEDICAL REASON

- Limited to 12 months of reduced course load per degree level.
- Requires supporting documentation from a licensed medical doctor, doctor of osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.

4. PARTICIPATING IN A FULL-TIME, REQUIRED INTERNSHIP OR CO-OP PROGRAM

- Requires evidence of the internship requirements or approval of participation in co-op program.

5. GRADUATE STUDENT WORKING ON THESIS OR DISSERTATION; OR PREPARING FOR PRELIMINARY EXAMINATIONS

- For graduate students who have completed required coursework.

6. Conducting Full-Time Research Overseas for Degree Program

- For graduate students who must depart the U.S. for a period of time greater than 5 months to conduct full-time research. Requires verification letter from academic adviser.