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F-1/J-1 STUDENT Reduced Course Load (RCL) Form

Section 1. General Information:

As an F-1/J-1 student, you must enroll full-time each semester until ALL program requirements are completed. If you intend to have a reduced course load (RCL), you must obtain permission from International Student Services prior to enrolling below full time to maintain valid F-1/J-1 status. Please complete this form and submit it to the International Student Services as soon as possible to be granted an RCL.

IMPORTANT: ONCE AN RCL IS SUBMITTED TO SEVIS, IT CANNOT BE WITHDRAWN. Please make your decision carefully and ensure that you qualify due to one (or more) reasons listed below.

Reduced Course Load (RCL) means:

- Less than 12 credit hours per semester for undergraduate students
- There is no requirement to register during Summer vacation period unless you must be enrolled to keep your on-campus employment.
- You must register for Summer semester if it is your first or final semester.

Section 2 (to be completed by the student):

Your Name (Last, First): _____ UMU ID#: _____

Your E-mail: _____ Major/Degree: _____

Semester for which you request permission for RCL: Fall _____ Spring _____ Summer _____ Year _____

Reason for RCL (Please mark the appropriate box):

- Academic difficulties. One semester only. You must maintain a minimum of 6 credits if undergraduate, and 5 credits if graduate. Please indicate the kind of difficulty:
 - ◊ Initial (during the first semester) difficulty with the English language and reading requirements
 - ◊ Initial unfamiliarity with American teaching methods.
 - ◊ Improper course level placement.
- Medical. Please attach a letter from a Medical Doctor recommending reduced course load or leave of absence.
- Last semester of a student's academic program (final program requirements. End date on I-20 will be shortened to the end date of the current semester)

Section 3 (should be completed by the Academic Adviser):

_____ I confirm the reason above and recommend RCL _____ I don't recommend RCL.

Comments: _____

Adviser's Name: _____ Title: _____

Department: _____ E-mail: _____

Signature: _____ Date: _____

For DSO use only:

RCL Granted DSO/ARO Signature: _____

RCL Denied Date Completed in SEVIS: _____

International Student Services

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