

Division of Student Affairs ~ International Services

Email (all locations): iss@fau.edu Website: www.fau.edu/iss

Boca Raton Campus: 777 Glades Road, DP 49, Boca Raton, FL 33431

Tel. (561) 297-3049 Fax: (561) 297-2446

Davie Campus: 954-236-1218 ~ Jupiter Campus: 561-799-8698

REDUCED COURSE LOAD (RCL) F-1/J-1 STUDENTS [8 CFR 214.2(f)(6)(iii)(B)]

F-1/J-1 students must be enrolled full-time in a full course of study each fall and spring (undergraduate students: 12 credit hours required; Graduate students: 9 credit hours required). Summer semester enrollment is considered optional & students are not required to submit an RCL unless they are starting FAU in the summer (12 credit hours for undergraduate students starting in Summer I & Summer II and 6 credit hours for students starting in Summer III; 6 credits for graduate students)

Reasons which are **NOT** acceptable for requesting a RCL are: performance in a course, course unavailability in a particular situation, conducting Curricular Practical Training (CPT), or lack of financial resources.

The following procedures for RCL authorization apply:

- ✓ The RCL must be authorized each Fall/Spring semester prior to the end of the add/drop period. Students who wish to withdraw from a course during the semester must consult with ISSS and receive RCL approval **PRIOR** to withdrawal from courses.
- ✓ Students who receive RCL authorization for the “final semester of study” must graduate in that semester. Otherwise, they are out of status and must file for reinstatement.
- ✓ Students who receive RCL authorization must remain enrolled for a minimum of six (6) credit hours for the semester. Exceptions to this rule are:
 - (1) Undergraduate Students that will graduate in the semester for which the RCL is requested, but must be enrolled for at least one (1) credit hour.
 - (2) Graduate students who completed all degree requirements and only need thesis/dissertation hours may enroll in less than 9 credit hours, but must be enrolled for at least one (1) credit hour.
 - (3) Students who have a valid and documented medical condition/illness may be authorized for either:
 - A) a reduced course load requiring a minimum of six (6) credit hour enrollment, or
 - B) a complete medical withdrawal (no enrollment)
- ✓ When withdrawing from a course, even when the RCL was approved for immigration purposes, students are responsible for checking the academic calendar and department/university policies regarding possible negative academic and financial consequences resulting from course withdrawal.

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name

First Name

Banner ID (Z#)

Contact Phone: # _____ FAU email: _____

Bachelor's Master's Doctorate Major: _____

First semester at FAU: _____ I am requesting RCL approval for the semester of Fall Spring, Year 20____

I have read the above statements YES NO * I would like a copy of this form once approved YES NO

Student's Signature

Date

* All paperwork is processed within 3-5 business days. Student is contacted by FAU email for pick-up.

SECTION II – TO BE COMPLETED BY THE STUDENT’S ACADEMIC ADVISOR

Academic Advisor Name: _____ Department: _____

Academic Advisor Title: _____ Signature: _____

Date: _____ Telephone: _____ Email: _____

I recommend a reduced course load (less than full-time) of _____ credits for the following reason:

___ **Initial difficulty with the English language or reading requirements** (available only in the 1st semester of study)

___ **Unfamiliarity with the American teaching methods** (available only in the first semester of study)

___ **Improper course level placement** (please attach a letter of explanation)

Note: Student can only be authorized to withdraw from the course(s) in which s/he was incorrectly placed, and must remain enrolled for a minimum of six (6) credit hours.

___ **Final semester of study.** Student is enrolled in the number of credits necessary to complete degree and is expected to meet all other degree requirements by the end of the current semester.

Note: students who receive authorization for RCL in final semester of study MUST graduate in that semester. Otherwise they are considered out of status and must file for reinstatement.

___ **Illness or medical condition** (A letter from a U.S.-based physician or licensed psychologist must be attached).

Choose one of the following:

___ Complete withdrawal (no enrollment)

___ Reduced course load (minimum six (6) credits)

Note: Medical withdrawals are granted for a maximum of one academic year (fall and spring) per degree program.

___ **Graduate student who** (check one of the following):

___ Completed all degree requirements except for thesis/dissertation hours, or

___ Other * (explain) _____

**On a case by case basis, graduate students may be authorized to enroll in a reduced course load prior to reaching the thesis/dissertation stage. At the discretion of IS, each case will be discussed in further detail with the Graduate College and the academic advisor prior to a final decision.*

SECTION III – TO BE COMPLETED BY INTERNATIONAL ADVISOR (P/DSO)

In accordance with 8 CFR 214.2(f)(6)(iii)(B), the above request for a reduced course load was:

1) Approved for the semester/year of _____ **RCL : Yes No Complete withdrawal: Yes No**

How was this RCL processed? SEVIS RTI FSAAtlas FSAAtlas Note (thesis/dissertation)

If entered in SEVIS RTI/FSAAtlas list the approved dates:

Authorization Start Date: _____ End Date: _____

2) Denied, state the reason: _____

Date Reviewed: _____ **P/DSO Initials**

Remarks:

Distribution: _____ Original (IS File) _____ Copy (Student)