

**Florida Atlantic University ~ Division of Student Affairs ~ International Student and Scholar Services**

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**REDUCED COURSE LOAD REQUEST FOR F-1/J-1 STUDENTS  
8 CFR 214.2(f)(6)(iii)(B)**

- International students in F-1 status must be enrolled full-time in a full course of study each fall and spring (undergraduate students: 12 credit hours per semester; graduate students: 9 credit hours per semester).

*Note: Students entering FAU in the summer must also enroll full-time during the summer term (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)*

- Under very limited circumstances, students may request to be enrolled in a reduced course load (RCL) below the minimum required number of credits listed above.
- Reasons such as performance in a course, course unavailability in a particular situation, or lack of financial resources are **NOT** acceptable reasons for enrolling in a reduced course load.
- The RCL must be authorized each 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 course approval **PRIOR** to withdrawal from courses.
- Students who receive RCL in their 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:
  - (1) Graduate students who completed all degree requirements and only need thesis/dissertation hours may enroll in less than 6 credit hours, but must be enrolled for at least one (1) credit hour.
  - (2) Students who have a valid and documented medical condition/illness may be authorized for either:
    - 2a. a reduced course load requiring a minimum of six (6) credit hour enrollment, or
    - 2b. 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#)

Bachelor's     Master's     Doctorate     Other (*Specify*) \_\_\_\_\_ Major: \_\_\_\_\_

First semester at FAU: \_\_\_\_\_ Contact Phone:# \_\_\_\_\_ FAU email: \_\_\_\_\_

I am requesting approval for a reduced course load (RCL) for the following semester: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

Student’s Name: \_\_\_\_\_ BANNER ID (Z#) \_\_\_\_\_

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 first semester of study in the U.S.)

\_\_\_ **Unfamiliarity with the American teaching methods** (available only in the first year of study in the U.S.)

\_\_\_ **Improper course level placement** (explain) \_\_\_\_\_

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 and is expected to meet all other degree requirements (including CLAST) 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 reasons** (A letter from a U.S.-based physician or licensed pshychologist 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 ISSS, 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 ISSS 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 reduced course load \_\_\_\_\_ complete withdrawal \_\_\_\_\_ Date: \_\_\_\_\_ P/DSO Initials \_\_\_\_\_

Entered in SEVIS from (start date): \_\_\_\_\_ to (end date): \_\_\_\_\_ Date: \_\_\_\_\_ P/DSO Initials \_\_\_\_\_

OR

2) Denied \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ P/DSO Initials \_\_\_\_\_

NOTES: \_\_\_\_\_

Distribution: \_\_\_\_\_ Original (ISSS) \_\_\_\_\_ Copy (Student)