



## Office of International Relations & Global Engagement

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### Reduced Course Load (RCL) Form

Please complete this form if you are requesting a reduced course load. You must be enrolled full-time with 12 credits or have **prior approval** from the Office of International Relations & Global Engagement (IRGE) to dropping a class in order to remain in active F-1 status. The legal regulations allow only a few acceptable reasons for not carrying a full course of study through the entire academic term. If you fall below full-time status during a term for any reason that is not recognized in the regulations, you will lose your legal status in the United States.

Full Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Last/Family Name      Email Address: \_\_\_\_\_ First Name

Phone Number: \_\_\_\_\_      Current Status:       F-1       J-1

SEVIS ID#: \_\_\_\_\_      Education Level:       Bachelor's       Master's

You will need to meet with the Office of International Relations & Global Engagement prior to receiving approval for the below reasons:

Reason for Reduced Course Load Request:

- Academic Difficulties (must be supported by Academic Advisor)
  - Initial Difficulty with English Language
  - Initial Difficulty with Reading Requirements
  - Improper Course Level Placement
  - Unfamiliarity with American Teaching Methods
- Final Semester of Study (must be supported by Academic Advisor)
- Medical Conditions (must have medical documentation)

I am requesting a reduced course load for the following term:     Fall     Spring    \_\_\_\_\_ Year  
and understand the Reduced Course Load guidelines as stated in the BHSU International Student Handbook.

Student Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Print Name: \_\_\_\_\_      Title: \_\_\_\_\_

Office of IRGE Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Print Name: \_\_\_\_\_      Title: \_\_\_\_\_