



Office of International Relations &
Global Engagement
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Reduced Course Load (RCL) Form

Part I: Instructions

Per federal regulations, F-1 and J-1 students are required to be enrolled in a full course of study each fall and spring semester. Undergraduate students require 12 credits, and graduates students usually require 9 credits (with the exception of the MBA program which requires 6 credits). Complete this form and include any required documentation for the IRGE (International Relations & Global Engagement) staff to review **BEFORE** dropping below full-time, or before the add/drop deadline if you wish to enroll in less than full-time at the beginning of the semester. Failure to do so and to receive approval from your DSO may result in the termination of your status for "failure to maintain status." Please review the International Student Handbook for guidelines and policies.

Part II: Student Information

Family/Last Name: _____ First Name: _____

BHSU Student ID#: _____

Immigration (Visa) Status: F-1 J-1 Education Level: Bachelor's Master's

Part III: Request & Signature

Please indicate the reason for the Reduced Course Load request:

- Academic Difficulties
 - Initial Difficulty with English language or reading requirements
 - Unfamiliarity with U.S. teaching methods
 - Improper course level placement
- 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

Student Signature: _____ Date: _____

Advisor/Faculty's Name & Signature: _____ Date: _____

IRGE Staff Name & Signature: _____ Date: _____