



## International Services

### REQUEST FOR REDUCED COURSE LOAD (RCL)

This form is to be used by students to request approval for Reduced Course Load (RCL) enrollment (*excluding summer*) from the International Services Office to carry a reduced course load (***must consist of at least six semester credit hours required for a full course of study***). If this is your last semester, no RCL form is needed. The information supplied on this form will assist our office in determining the student's eligibility under federal regulations for a reduction in credit hours.

ISO considers requests for a reduced course load on a case-by-case basis. Submission of this form does not guarantee authorization of a reduced course load. Questions regarding this form should be addressed to **Weihong Sun, Director of International Services (sunwe@udmercy.edu, 313-993-3323)**.

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#### Important notes. Please read.

- Full time is 12 credits for undergraduate students, 9 credits for graduate students.
- You must either be full-time enrolled or approved for RCL by the Drop/Add deadline set by the University Registrar each term.
- If you want to withdraw from a course which will cause you to be less than full time after the Drop/Add deadline, you must be approved for RCL before dropping the course. Failure to gain RCL approval will cause loss of F-1 status and termination of your SEVIS Record.

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**Student's Name:** \_\_\_\_\_ **Student T Number:** \_\_\_\_\_

**Student's Major:** \_\_\_\_\_ **Academic Department:** \_\_\_\_\_

**Academic Advisor's Name:** \_\_\_\_\_

Please choose the following for this request. Permissible academic RCL reasons include:

1. Initial difficulties with the English language
2. Initial difficulties with reading requirements
3. Unfamiliarity with U.S. teaching methods
4. Improper Course Level Placement (can apply if student is unprepared or in jeopardy of failing a course)

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**Signature of Supervisor or Academic Advisor**

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**Date**

# Federal Regulations on Reduced Course Load (RCL) for F1 students

## ACADEMIC

An RCL may be granted in a situation where a student is experiencing academic difficulties. Approval of an academic RCL can be granted only **once** per program level (ex. Bachelors, Masters, PhD), and a student **must still complete at least six credit hours in that semester**.

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4. Improper Course Level Placement (can apply if student is unprepared or in jeopardy of failing a course)

*Note:*

- *A student may be authorized for an Academic Difficulties RCL basis **only for a single term during any one course of study at a particular program level**, and must resume a full course of study at the next available term (excluding summer).*
- *A reduced course load for academic difficulties must consist of at least 6 face-to-face*

## MEDICAL

In some cases, a student will need an RCL due to a temporary medical condition. Students will need to submit a letter on letterhead signed by an appropriate licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending the RCL for the specific semester. The following wording is suggested:

1. *As a “licensed medical doctor” (or doctor of osteopathy or licensed clinical psychologist), I recommend “Student’s full name and DOB” reduce his/her course load (or withdraw from all classes) due to a temporary illness or medical condition for the “appropriate semester.”*
2. Approval for medical reasons must be obtained each semester requested. Approval cannot exceed an aggregate of 12 months per program level.

## Reminders

- Always sign your name on the I-20 and keep a record of all I-20s issued to you
- Ensure that you have health insurance coverage
- F-1 students can attend school part-time in their last semester of study without filling out a Reduced Course Load Request Form