



## F-1 / J-1 REDUCED COURSE LOAD (RCL) REQUEST

**Instructions to Student:** Use this form to request permission to take a reduced course load of less than 12 UO credits (undergraduates) or 9 credits (graduate students). *NOTE: you cannot drop below 12 credits (undergraduate) or 9 credits (graduate) in DuckWeb without prior approval from an international student advisor in the Office of International Affairs.*

Name (FAMILY, Given)		UO ID Number
Major	Level (UG / GR)	SEVIS ID Number
Phone		UO Email

I am requesting permission to take only \_\_\_\_\_ UO credits for the \_\_\_\_\_ term / year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CATEGORY 1: Requires department approval before meeting with an international student advisor

- Initial Academic Difficulties.** Undergraduate students in first year of U.S. degree studies recommended to take less than 12 credits due to initial difficulties. Student must still register for at least 6 UO credits. Check appropriate reason:
  - Initial difficulties with English language
  - Improperly placed in advanced level course
  - Initial difficulties with reading requirements
  - Lack of familiarity with American teaching methods
- Final Term of Study.** Student will register for \_\_\_\_\_ credits and complete by end of \_\_\_\_\_ term / year.
- Thesis / Dissertation.** Advanced PhD student at candidacy or MA student with only final thesis / project remaining. Registration for a minimum of 3 credits of Dissertation or Thesis required. Note: approval for PhD students may be approved for up to three terms at a time. Please indicate as appropriate:

FALL WINTER SPRING of \_\_\_\_\_ academic year

Department Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Advisor Name (print): \_\_\_\_\_ Department: \_\_\_\_\_

### CATEGORY 2: Bring to International Affairs directly and meet with an international student advisor

- Concurrent Enrollment.** Requires at least 6 UO credits and \_\_\_\_\_ credits at another school for a total of at least 12 credits (for undergraduates) or 9 (for graduates). *Attach proof of registration from other school showing class schedule. You will be required to show an unofficial transcript / grade report at the end of the term showing that you maintained concurrent enrollment.*
- Medical Leave.** Requires written recommendation from doctor or medical professional for reduced course load.
- Vacation Term.** Requires full-time registration for previous three terms before eligible for vacation term. *Graduate students must have Graduate School approval for on-leave status if taking a leave during a non-summer term.*