

Reduced Course Load (RCL)
Recommendation to International Student Services (ISS)
to be used only when a student is NOT eligible for FTE

Academic Advisor: After clicking **SUBMIT** a "Send Email" window will open. Please click "Default email application" to email this form to iss@rit.edu.

Student Name _____ University ID# _____

Advisor Name _____ Advisor Signature (if mailing form): _____

Advisor Tel. _____ Date _____ Re: (term code) _____

Full Time Status: Undergraduate Students = 12 credits ~ Graduate Students = 9 credits

International students must be enrolled full time to maintain their immigration status. Under federal regulations, students must request permission for a reduced course load (RCL) **prior to** actually withdrawing or dropping below full time. Permission may be granted by a Designated School Official (DSO). At RIT, the DSO's who can pre-authorize a reduced course load are the international advisors in ISS. We will determine if a student meets the grounds for an exception, but our decision will be based upon your input below.

Note: If the student is enrolled only in thesis, capstone, project, dissertation (or continuation of one of those final degree requirements), we ask that academic programs provide the student with FTE for that term if possible. If not possible, no RCL form is required in these specific circumstances. In any case where a student has FTE visible in SIS, no RCL form is required.

Authorized Exceptions to a Full Course of Study (Advisor, please initial one)

_____ **Initial Academic Difficulty**

Allowed for ONLY one term in student's academic program. Student must take a minimum of six (6) credits.

Students and their advisors should actively pursue solutions to academic difficulties. Failure to make normal progress towards degree completion is seen as a violation of status for international students.

Please indicate difficulty:

_____ Initial difficulties with the English language or reading requirements

_____ Unfamiliarity with U.S. teaching methods

_____ Improper course level placement

"Imminent danger of failing a class" is not a permissible reason for authorizing a reduced course load in and of itself, but perhaps the reason for such imminent danger is due to improper placement, language difficulties, etc.

_____ **Final Term**

To complete course of study in current term.

Please note: if just one course is remaining, it cannot be an online course. It must have a classroom component.

_____ **Concurrent Enrollment**

In consultation with advisor, student is enrolled in courses at RIT and another school/program. Total load is full time. Students are required to submit proof of registration and final transcripts to DSO at ISS.

_____ **Illness/Medical Condition**

Student is required to submit documentation to ISS showing illness or medical grounds for reduced course load (letter from licensed medical doctor, doctor of osteopathy, or clinical psychologist). If a student is not able to enroll in any courses, they should consult their department re: Leave of Absence in accordance with RIT policy D02.1.

If student does not appear to meet any of above criteria for reduced course load please advise him or her to meet with an advisor in International Student Services.

Please note: If you have difficulty using the SUBMIT button you may save this form and send it as an email attachment to iss@rit.edu. The form may also be mailed to ISS, Student Alumni Union, Room 2330.