F-1/J-1 Reduction of Course Load (RCL) Request Form

BEFORE YOU REGISTER LESS THAN FULL-TIME FOR ANY REASON, YOU MUST COMPLETE THIS FORM TO REQUEST A REDUCTION OF COURSELOAD (RCL). Even if you are graduating and you need only 3 more credits, or if you are working on a dissertation that needs only 2-credit registration, YOU MUST REQUEST THE REDUCTION OF COURSELOAD (RCL) BEFORE YOU REGISTER OR BEFORE 10:00 a.m. ON THE LAST FRIDAY OF THE DROP/ADD PERIOD!!

All F-1 and J-1 students must complete this form to be certified and reported in SEVIS as full-time equivalent for immigration purposes. This form is NOT certified as official authorization (i.e., you may not register below full-time) until it is completed by student, advisor, and approved by an OISS official. FAILURE TO RECEIVE AUTHORIZATION FOR A REDUCED COURSE LOAD (RCL) WILL RESULT IN A STATUS VIOLATION WHICH WILL PROHIBIT YOU FROM WORKING. A STATUS VIOLATION RESULTS IN A REQUEST TO THE CIS FOR A REINSTATEMENT TO STATUS AND IS NOT PROMISED. THE FEE IS $195.00 AND IS A LENGTHY PROCESS.

To be completed by student:

Name:___________________________________________________________ SEVIS #__________________
Last    First    Middle
Student I.D.#_________________________    Regent E-Mail:________________________________________
Local Address:_______________________________________________________Local Phone#_______________________

1. NORMAL FULL TIME CREDIT HOURS FOR REGISTRATION: Please check your level:
□ Masters (9 credit hours) □ Doctoral/ PhD (6 credit hours) □ Doctoral/PhD with Fellowship (3 credit hours)

2. In compliance with the SEVIS regulation at 8 CFR 214.2(f)(iii), I am requesting authorization for an RCL at ________ credit hours for the ____________ semester, 200___. The reason for this request is due to the following:     (Choose one):

□ Academic Difficulties*: I am having difficulty with:
(Please check all that apply.) ○ initial adjustment to US teaching methods ○ initial English language reading requirements ○ improper course placement. *Only ONE RCL can be authorized for this reason for the entire academic program.

□ Medical Conditions: I have a temporary illness or medical condition that keeps me from pursuing my degree at this time. NOTE: A letter must be attached from the doctor who is treating you. This must be on letterhead and with the doctor’s signature. This authorization is good for only ONE SEMESTER.

□ Completion of Course of Study: I am:
(Please check one.) ○ in my final semester and fewer courses are needed to complete my degree ○ finished with all coursework for my degree and only need to work on thesis or dissertation or final examination/comps. NOTE: You must still REGISTER and remain enrolled for course credit (1 or more) to remain in status. You will be in violation of status if you do not register. ○ graduating this semester from Regent University.

NOTE: If you do not graduate as expected, you MUST make an appointment with an OISS DSO before you register for the next semester!

For Academic Advisor:
This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the U.S. CIS (formerly INS). The foreign student whose name appears above wishes to apply for a reduced course load below the US CIS required full-time status in his or her program of study. Advisor: Please complete the segment below in full and return it directly to the Regent University F-1 or J-1 student.

I verify that the information provided above concerning this student’s need for a reduction of course load (RCL) is accurate and I approve of this request. (If unapproved, please send e-mail to iss@regent.edu.)

Name:_________________________ Signature: __________________________ Title:_________________________ Date:_________________________
Phone:_________________________ Office Location:_________________________

OISS USE ONLY: □ Approved until ___/___/______ □ Denied - see file. Initials________ Date___/___/____

Student Pick-Up: Student Signature: __________________________ Date:___/___/____ OISS Initials______
WHAT DOES THE LAW DICTATE?

8CFR 214.2(f)

(iii) Reduced course load. The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study. (Paragraph (f)(6)(iii) revised effective 1/1/03; 67 FR 76256)

(A) Academic difficulties. The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the DSO due to academic difficulties while pursuing a course of study at that program level. A student authorized to drop below a full course of study for academic difficulties while pursuing a course of study at a particular program level may still be authorized for a reduced course load due to an illness medical condition as provided for in paragraph (B) of this section.

(B) Medical conditions. The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. The student must provide current medical documentation and the DSO must reauthorize the drop below full course of study each new term, session, or semester. A student previously authorized to drop below a full course of study due to illness or medical condition for an aggregate of 12 months may not be authorized by a DSO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months.

(C) Completion of course of study. The DSO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for change of status or departure from the U.S.

(D) Reporting requirements for non-SEVIS schools.*

*NOT APPLICABLE, AS REGENT IS A SEVIS APPROVED UNIVERSITY.

(E) SEVIS reporting requirements. In order for a student to be authorized to drop below a full course of study, the DSO must update SEVIS prior to the student reducing his or her course load. The DSO must update SEVIS with the date, reason for authorization, and the start date of the next term or session. The DSO must also notify SEVIS within 21 days of the student's commencement of a full course of study. If an extension of the program end date is required due to the drop below a full course of study, the DSO must update SEVIS by completing a new SEVIS Form I-20 with the new program end date in accordance with paragraph (f)(7) of this section.