

# Reduced Course Load Request Form

## I. Student & Academic Advisor

*Fill out this form if you would like to be permitted to drop below full-time enrollment (fewer than 12 credits for undergraduate students and fewer than 9 credits for graduate students). Reasons for a reduced course load include: a bona fide academic reason such as initial difficulty with the English language, difficulty with reading requirements, unfamiliar with American teaching methods, improper course level placement, or illness/medical condition.*

*For the last semester you are enrolled, you may take a reduced course load if all other academic requirements have been met. If you need only one class, it cannot be an online class.*

Last (Family) Name:	First (Given) Name:	Student ID:
Major(s):	Minor(s):	
<b>Student Statement</b> (attach a separate sheet if necessary and include any evidence to support the reduced course load):		
Student Signature: _____		Date: _____
<b>Academic Advisor Recommendation</b> (attach a separate sheet if necessary and include any evidence to support the Reduced Course Load)		
Required credit hours remaining: _____ (excluding current term enrollment)		
Estimated completion date: _____ (term and year)		
Reason for reduced course load (check all that apply):		
<input type="checkbox"/> Final Semester	<input type="checkbox"/> Unfamiliarity with American teaching methods	
<input type="checkbox"/> Initial difficulty with the English language	<input type="checkbox"/> Improper course level placement	
<input type="checkbox"/> Initial difficulty with reading requirements	<input type="checkbox"/> Illness or medical condition (provide medical documentation)	
<i>By signing this from the academic advisor is certifying that the student is in his/her last semester <u>or</u> has a bona fide academic <u>or</u> a medical reason for requesting the reduced course load.</i>		
Advisor Full Name (Printed): _____		
Advisor Signature: _____		Date: _____

## II. Designated School Official

Date Received:	Date Processed:
Processed by:	
Additional Information:	

**Submit this form with documentation to: Office of International Admissions & Services, Boxwood House**  
E: [international@kutztown.edu](mailto:international@kutztown.edu) • P: 484-646-4256 • F: 610.683.1356

## Reduced Course Load Request Form

You are required to maintain full-time enrollment during the academic year to maintain your F-1 status. If you cannot or will not meet this requirement, you must request a Reduced Course Load (RCL). Federal immigration regulations severely limit your ability to be enrolled less than full time, but it may be allowed in some circumstances explained below. If you drop below full-time enrollment without authorization after the drop/add deadline, Kutztown University is required to report this to SEVIS and you will lose your F-1 status.

If you would like to drop below full-time enrollment, you must obtain the approval from a DSO in advance, regardless what the reason might be. If you drop below a full course of study (after the drop-add period) without prior approval of a DSO, you will be considered out of status. Please be advised that a lack of financial support does not constitute a valid reason to reduce course load according to immigration regulations.

*NOTE: If approved for reduced course load, you are still eligible for on-campus employment benefits.*

### **Definition of Full-Time Enrollment**

For undergraduate students, full time is at least 12 credits per term. For graduate students, full time is at least 9 credits.

### **Permitted reasons for Reduced Course Load authorization**

#### **Academic Difficulties**

You must apply for an RCL if, due to academic difficulties, you are unable to be enrolled full time. You must first obtain a letter from your academic advisor to verify your eligibility to be enrolled part-time based on academic difficulties.

- Immigration regulations specify four academic difficulty reasons for which a reduced course load may be approved:
  - Initial difficulties with the English language (usable only in student's first year)
  - Initial difficulties with reading requirements (usable only in student's first year)
  - Unfamiliarity with American teaching methods
  - Improper course level placement
- You may be authorized for a reduced course load on the "academic difficulties" 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 credit hours for undergraduate students and at least 4 credit hours for graduate students.

#### **Medical Conditions**

You must apply for a reduced course load if, due to a temporary illness or medical condition, you are unable to be enrolled full-time (or, if necessary, no course load).

- You 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 letter from the medical provider cannot be dated more than 30 days before the start of the term for which the reduced course load is requested.
- The letter from the medical provider must recommend either that you be enrolled part-time or not enrolled due to medical circumstances.
- A reduced course load for a medical condition can be granted for a period of time not to exceed an aggregate of 12 months while you are pursuing a course of study at a particular program level.
- You must provide current medical documentation and the DSO must authorize the drop below full time for each new term.

#### **Completion of Course of Study**

You must apply for a reduced course load in your final term if fewer courses are needed and required to complete your course of study (i.e. less than a full-time schedule). You must obtain a letter from your academic advisor to verify that the current term will be the final term for you to complete your academic program. If you need only one class, it cannot be an online class.