

Reduced Course Load Request

Please *TYPE* your responses on this form. The Office of International Student and Scholar Services does *NOT* accept handwritten forms.

F-1 students who wish to drop below full-time enrollment must obtain approval for a reduced course load (RCL) by submitting this form — and additional documentation if required — to the Office of International Student and Scholar Services.

To maintain legal immigration status, an F-1 student may NOT drop below full-time enrollment without prior approval from the Office of International Student and Scholar Services.

Type your answers into the required fields and email this form and any additional required documentation as a PDF attachment to your Designated School Official. The DSO for undergraduate students is Eunice Davis (eunice-davis@utc.edu), and the DSO for graduate students is Lora Cook (lora-cook@utc.edu).

U.S. Citizenship and Immigration Services places responsibility on the student to understand and comply with immigration law. Failure to comply with these regulations will mean the loss of your F-1 international student status. This has very serious consequences. For example, you could be barred from reentering the U.S. for up to 10 years, depending on the length of your status violation.

TO BE COMPLETED BY THE STUDENT

Student Information

First Name: _____ Family Name: _____

UTCID: _____

U.S. Street Address: _____

City/Town: _____ Zip Code: _____

Phone Number: _____

Requested RCL Term: Fall Spring Year: _____

Reason for Requesting an RCL (Select ONE):

Medical Condition(s) Academic Difficulty Final Term Enrollment

If the reason for requesting an RCL is Medical Condition(s), you must submit a letter written by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on professional letterhead stating that a specific illness or medical condition has compelled you to reduce or interrupt your course of study. The letter should also specify the semester, whether your studies will be reduced OR interrupted, and whether the medical condition is considered ongoing.

If the reason for requesting an RCL is Academic Difficulty, please select one of the following:

Initial Difficulties Improper Course Level Placement

Explanation:

If you selected Initial Difficulties, please select the difficulties you have experienced:

English Language Reading Requirements
 Unfamiliarity with U.S. Teaching Methods

Explanation:

If the reason for requesting an RCL is Final Term Enrollment, please read and sign the following:

I understand that if I obtain a Final Term RCL and do not finish my program before the end of the semester, I risk losing OPT employment, may be required to enroll full time and pay late fees and/ or may fall out of legal status.

Student Signature: _____ Date (MM/DD/YYYY): _____

TO BE COMPLETED BY THE ACADEMIC ADVISOR

Do you recommend that the student fall below full-time enrollment (12 credit hours for undergraduate students; 9 credit hours for graduate students)? Yes No

Requested Reduced Course Load Term Approved: Fall Spring Year: _____

List the name, subject, number, and credit hours for each course the student will take during the RCL semester:

Course Name	Course Subject	Course Number	Credit Hours

Student’s Expected Graduation/Program Completion Date:

Fall Spring Summer I Summer II Year: _____

Description of medical condition or academic difficulty (if applicable):

Specific degree requirements remaining:

Academic Advisor Information

Name: _____ Phone Extension: _____

Email: _____@utc.edu

Signature: _____ Date (MM/DD/YYYY): _____

FOR THE OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES USE ONLY

___ Approved ___ Denied I-20 Issue Date: _____

Center for Global Education Signature: _____

Date (MM/DD/YYYY): _____