

## F-1/J-1 REDUCED COURSE LOAD REQUEST FORM

<b>I. Student Information:</b> <i>(To be completed by the student. Local address must be updated in SAIL.)</i>					
Student Name:		A#:		SEVIS ID#:	
Current/Local Address:					
City:		State:		Zip Code:	
Phone #:		Email:			
<b>Student's Academic Information:</b>					
Degree Program:	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Other: _____				
Academic Department:		Major:			
Program Start Date:		Program End Date:			
Expected Graduation Date:		# of Credits Completed:			
<b>Student's Employment Information:</b>					
Are you currently working on-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please answer the employment questions below.)					
Name of Current Employer:					
Your Current Position:					
# of hours you work per week:					
<b>Previous Reduced Course Load Information:</b>					
Have you ever applied for reduced course load before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please answer the questions below)					
When did you last request for reduced course load?					
What was the reason for your previous reduced course load request?					
Was your previous reduced course load request approved? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>II. Program Confirmation Information</b> <i>(To be completed by the Program Coordinator, Academic Advisor, or Departmental Personnel Authorized to Confirm academic evaluation and/or degree requirements. <u>Please select the corresponding reason for RCL Request.</u>)</i>					
Academic Term Reduced Course Load is being requested for:		<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20__			
Reason for Reduced Course Load: Category I	<input type="checkbox"/> Improper Course Placement Level <input type="checkbox"/> Initial Difficulty with English Language/Reading requirements <input type="checkbox"/> Unfamiliarity with U.S. Teaching Methods				
Documents Required for Category I:	<input type="checkbox"/> Completed Reduced Course Load Form <b>AND</b> <input type="checkbox"/> Letter or documentation from Academic Advisor, Program Coordinator, and/or professor confirming improper course placement level, academic difficulties, or student's difficulties with course <b>AND</b> their recommendation for reduced course load.				

<b>Reason for Reduced Course Load: Category II</b>	<input type="checkbox"/> Final Semester for Student to Complete Program of Study <input type="checkbox"/> Student is currently enrolled in both courses and internship, and considered full-time based on TAMU-CC Graduate School Policy <input type="checkbox"/> Completion of all course work except dissertation/thesis (need to apply for each additional term if necessary.)
<b>Documents Required for Category II:</b>	<input type="checkbox"/> Completed Reduced Course Load Form <b>AND one of the following:</b> <input type="checkbox"/> <u><b>Student enrolled in courses/internship:</b></u> <ul style="list-style-type: none"> <li>Letter from Program Coordinator confirming enrollment &amp; internship</li> </ul> <input type="checkbox"/> <u><b>Students in final semester of program:</b></u> <ul style="list-style-type: none"> <li>Proof of Graduation Registration (Notice from Registrar's Office)</li> <li>Letter from academic advisor stating # of credit hours completed; how many credit hours remain; remaining courses needed (if available); and expected date of graduation.</li> </ul> <input type="checkbox"/> <u><b>Students completing dissertation/thesis:</b></u> <ul style="list-style-type: none"> <li>Letter from dissertation/thesis committee confirming that all coursework has been completed; # of credit hours completed; # of credits remaining; remaining courses needed (if available), AND explanation of student's progress and remaining requirements for dissertation/thesis completion</li> </ul>
<b>Reason for Reduced Course Load: Category III</b>	<input type="checkbox"/> Medical Reasons
<b>Documents Required for Category III:</b>	<input type="checkbox"/> Completed Reduced Course Load Form <b>AND</b> <input type="checkbox"/> Official documentation from licensed medical doctor, doctor of osteopathy, or clinical psychologist detailing your medical condition and why your medical condition warrants less than full-time enrollment. The official documentation must also specify date (mm/dd/yyyy) you will be expected to return to a full course of studies.
<b>II. Program Advisor/Coordinator/Director Certification:</b>	
<b>Advisor/Coordinator/Director Name:</b>	
<b>Title:</b>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="818 1602 1036 1648"><b>School/Dept:</b></div> <div></div> </div>
<b>Telephone:</b>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="678 1648 781 1694"><b>Email:</b></div> <div></div> </div>
<b>Signature:</b>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="932 1694 997 1740"><b>Date:</b></div> <div></div> </div>
<b>III. ISPS Approval/Certification:</b>	
<b>DSO Name:</b>	
<b>DSO Signature:</b>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="894 1839 1203 1885"><b>Date Approved/Processed:</b></div> <div></div> </div>

## **REDUCED COURSE LOAD**

### **OVERVIEW:**

International students, in F-1 status, are required to maintain a full course of study during Fall & Spring semesters of the academic school year. Federal rules and regulations limit a student's ability to be less than full-time. If a student drops below full-time of study without prior approval of a DSO from the Office of International Education, the student will lose their F-1 status, regardless of what the reason may be. If a student cannot meet the full-time status requirement, they have to request for a reduced course load from the Office of International Student Programs and Support in advance.

### **DEFINITION OF FULL-TIME STATUS:**

Full-time course of study, or full-time status, is defined as nine (9) U.S. credit hours for graduate/doctoral students and twelve (12) U.S. credit hours for undergraduate students during any fall or spring semester. Enrollment is not necessary during summer term unless the summer term is:

- *the student's first, or initial, semester at TAMU-CC*
- *the student's first term after re-admission, change of status, or transfer-in*
- *the student's first term in a new academic program*
- *the student's last term of their current degree program*

### **ACCEPTABLE REASONS FOR REDUCED COURSE LOAD:**

#### **Category I:**

- Improper Course Level Placement
- Initial Difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods

#### **Category II:**

- Final semester to complete program of study
- Student is enrolled in coursework and internship & considered full-time by Graduate Studies Dept.
- Completion of all coursework except for dissertation/thesis

#### **Category III:**

- Medical Reasons

### **UNACCEPTABLE REASONS FOR REDUCED COURSE LOAD:**

- *Financial difficulties*
- *Poor academic performance (failing, or fear of failing current courses, etc.)*
- *Suspension from academic program*
- *Working on classes with "I" or "incompletes" from previous term*
- *Preparing for Examinations; i.e., CPA, GRE, GMAT, a pedagogy exam or content area exam certification for state teacher certification, etc.*
- *Medical illness of a family member*
- *Child care issues*

### **HOW TO APPLY FOR A REDUCED COURSE LOAD:**

1. Consult with a DSO in the Office of International Student Programs and Support **BEFORE** submitting application
2. Once advised to submit reduced course load forms, complete reduced course load form and secure appropriate documentation to support reduced course load request
3. Once reduced course load form and documents have been obtained, submit them to ISPS for review and approval.
4. Once approved, the DSO will process the request in SEVIS and issue a new I-20 with the reduced course load authorization.