



REDUCED COURSE LOAD REQUEST

Do not enroll for less than a full course load or drop below a full course load without PRIOR approval from the International Office. The following form must be completed before reducing your course load (RCL) below full time hours. Read the instructions before completing it and submit to the International Office when finished.

SECTION A (TO BE COMPLETED BY STUDENT):

1. First Name: _____ Last Name: _____
2. SEVIS #: _____ HUID: _____ Date of Birth: _____
3. E-mail: _____ Phone No.: _____
4. Level: ☐ Bachelor ☐ Master ☐ Ph.D. Major: _____
5. Semester for which you are requesting a reduced course load: ☐ Fall ☐ Spring Year: _____
6. Total number of credits you will be taking during the requested semester: _____
7. Reason for your reduced course load request:
 - ☐ Academic difficulties (please indicate):
 - ☐ Initial difficulties with the English language
 - ☐ Initial unfamiliarity with U.S. teaching methods
 - ☐ Improper course level placement.
 Please explain: _____
 - ☐ Medical reasons. Please explain: _____
 - ☐ Final semester and less than a full course load needed to graduate. Please explain: _____
 - ☐ Working on Thesis or Dissertation or Preparing for Preliminary Examinations. Please explain: _____

I have read and understand the instructions on this form.

Student's Signature: _____ Date: _____

SECTION B (TO BE COMPLETED BY ACADEMIC ADVISOR):

As the Academic Advisor, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's exception from the full-course of study be approved. I am aware of the legal implications that will affect the student's non-immigrant status if the information on this form is misrepresented.

Academic Advisor's Name: _____ Phone No.: _____

Email: _____

Academic Advisor's Signature: _____ Date: _____

FULL COURSE OF STUDY REQUIREMENT

Immigration regulations require that all F-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic adviser as well as the HU International office and must be pre-approved. **Dropping below a full course of study without PRIOR approval from HU International Office may result in a loss of legal status.**

TO REQUEST A REDUCED COURSE LOAD:

1. Determine if you need to submit a Reduced Course Load form. Read the section titled "General Registration Information" below.
2. Determine if your situation is acceptable for a reduced course load. Read the section "Acceptable Reasons for a Reduced Course Load" below. If your reason does not match one of those listed, you are NOT eligible for a reduced course load and you must enroll full-time.
3. Complete this form and select the reason for your reduced course load.
4. Submit the form to your academic adviser for signature.
5. If you have selected reason #2 (Academic Difficulty), request a support letter from your academic adviser.
6. If you have selected reason #3 (Medical Reason), request a letter from your doctor.
7. Come to the HU International Office with your completed reduced course load form (RCL), and any necessary support letters. If accepted, an HU International office adviser will sign your form and return the original to you for your records.
 - The deadline for submitting a request for reduced course load is the first day of the semester.
 - If you plan to drop below the full course minimum during a semester in progress, you must submit this form to HU International office **PRIOR** to withdrawing from your course(s). Dropping below full-time without **PRIOR** approval from HU International office constitutes a loss of legal status.

GENERAL REGISTRATION INFORMATION

- **Minimum credit requirements** for:
Graduate School Students: 9 credits per term
Undergraduate Students: 12 credits per term
- **Summer Session Enrollment:** Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer **MUST** enroll full-time during the summer of admission.
- **Thesis credits** DO count toward your full course of study requirement.
- Students with F-1 status may include a maximum of 1 course of not more than 3 credits of **Distance Learning** in their full course requirement.
- Audited courses do NOT count toward your full course requirement. The audit grade basis for courses means you do not earn credit for the course.
- Enroll for all of your credits at the beginning of the term. If you plan to split your enrollment between the first and second half of the semester, you must enroll for ALL courses at the beginning of the term. You may not wait until mid-term to enroll for second-half courses.

- **You are responsible for your enrollment.** If your department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs at the beginning of each semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you may lose your legal status.

ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD

1. **ACADEMIC DIFFICULTY** due to:
 - a. Improper course level placement
 - b. Initial difficulty with English language requirements
 - c. Unfamiliarity with US teaching methods
 - May be used only for your **initial (first) semester only**.
 - May be used once per degree level.
 - Requires a supporting letter from your academic adviser.
 - Student must **maintain half-time enrollment** during the semester of reduced course load due to academic difficulty (**6 credit hours for Undergraduate students, or 3 credit hours for Graduate students**).
 - Student must **resume** a full-time course of study at the following semester.
2. **MEDICAL REASON**
 - Limited to 12 months of reduced course load per degree level.
 - Can be **reduced course load, or no course load at all** (0 credits possible) as recommended by physician.
 - Requires supporting documentation from a licensed medical doctor, doctor of osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.
3. **FINAL SEMESTER**
 - For undergraduate and graduate students who will complete their degree at the end of the term for which the reduced course load is requested and only need one class or reduced course load in order to complete their program. **Must register for at least one on-campus course credit hour.**
 - Only allowed for the final semester. If student fail classes, he/she can submit a second reduced course load, but not a third (will have to resume full-time course load if fail final classes two times).
4. **DISSERTATION/THESIS/FINAL EXAMINATIONS**
 Available for graduate students only, who have completed all required coursework, and are now working on their thesis or dissertation, or preparing for their preliminary examinations. No course load, but **must register for at least one thesis credit hour**.