



F-1 Reduced Course Load Guidelines

Instructions: Prior to submitting this form to intlservices@westcliff.edu, please be sure to read through the guidelines and speak with the International Affairs Department.

Overview

According to U.S. Citizenship and Immigration Services (USCIS) regulations, F-1 students must enroll and complete a full-course load of study throughout the school year in order to maintain a valid F-1 non-immigrant status. Please note that there are limited exceptions to the “full course of study” requirement and must qualify in order to be authorized by the Designated School Official (DSO) to drop below full-course load of study.

Note: Full-course of study for undergraduate program is 12 credits per semester. Full course of study for graduate program is 6 credits per semester.

Reduced Course Load (RCL)

If an F-1 student cannot maintain a full-course load at a given session/semester, the student must request for a reduced course load. According to 8 CFR § 214.2(f)(6)(iii), the DSO may allow an F-1 student to engage in less than a full course of study with substantial evidence. However, it is important to note that the regulations also state that “A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.” If the student goes out of status, the student’s I-20 record may be at risk of termination.

Reduced Course Load Application Process

After submitting the required documentation for RCL, F-1 students must be granted approval from the DSO in order for RCL to be effective.

- Complete the F-1 Reduced Course Load Request Form
- Submit any supporting documents/evidence
- Meet with your advisor from the International Affairs Department and the Student Services Department
- International Affairs Department will approve/deny RCL request

Until you receive approval for RCL by the DSO, you **must continue to maintain F-1 status** with a full course of study. F-1 students who stop attending class or drop below full course of study will be considered out of status and may result in SEVIS Termination.

If the RCL request is approved, the International Affairs Department will update your Form I-20 record and give you “Authorize drop below full-course load” and issue you an updated I-20.

RCL Evidence

According to [Study in the States](#),

Illness or Medical Condition	<p>Student must provide medical documentation from a U.S. Licensed:</p> <ul style="list-style-type: none"> • Medical Doctor • Doctor of Osteopathy • Clinical Psychologist <p>The documentation must also specify the dates that the student cannot physically come to class.</p> <p>Pregnancy Guidelines: Students may apply for RCL only if they experience medical complications or have a medical condition from pregnancy, delivery, or recovery.</p>
Initial Academic Reasons	Letter from the academic department

RCL DEADLINE DATE: RCL forms must submitted by the add/drop deadline date (Monday of Week 2).



F-1 Reduced Course Load Request Form

Please complete the following form and submit it to intlservices@westcliff.edu by the add/drop deadline (Monday of Week 2).

Today's Date [MM/DD/YY]:	Program of Study:
Last Name:	First Name:
SEVIS Number:	WU Student ID:
Phone Number:	Email Address:
U.S. Address:	
Reduced Course Load Requested For: Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Session: _____ Year: _____	
Class Resumption Date: Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Session: _____ Year: _____	
Reason for Reduced Course Load: <input type="checkbox"/> MEDICAL <input type="checkbox"/> ACADEMIC _____ _____ _____	

I affirm that I have read the guidelines provided above and certify that the information provided is accurate. I understand the requirements, regulations, and university policies regarding my Reduced Course Load request and that I must receive prior approval from the DSO before my RCL goes into effect. If there are any changes, I must report these changes to the DSO within 10 days.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY:

Date Received:	RCL Start-End Dates:
RCL Evidence: <input type="checkbox"/> Received <input type="checkbox"/> Did not receive	RCL Evidence: <input type="checkbox"/> Confirmed <input type="checkbox"/> Unable to Confirm
<input type="checkbox"/> RCL Approved <input type="checkbox"/> RCL Denied	Staff Signature/Date: