



REDUCED COURSE LOAD (RCL) – ACADEMIC DIFFICULTIES

All international students are required by the US Department of Homeland Security (DHS) to register for and complete a full course of study each academic term. Graduate students must complete a minimum of 9 credits and undergraduates must complete a minimum of 12 credits. Federal regulations do allow a **one-time** exception to full-time enrollment per degree level, based on documented academic difficulties. A reduced course load for academic difficulties may only be approved for the following reasons:

- Initial difficulties with the English language or reading requirements (only approved during the student’s first year)
- Unfamiliarity with American teaching methods (only approved during the student’s first year)
- Improper course level placement (insufficient background, prerequisites, and/or experience to complete the course)

During the term for which a student is authorized to a reduced course load, he or she **must be enrolled for a minimum of 6 credits** and must resume a full course of study beginning the next available term. Please note that a reduced course load CANNOT be approved solely for financial reasons, unavailability of a course, or an anticipated poor grade.

PART I (to be completed by the student)

Last name (family) _____ First name (given) _____

Student ID _____

Current U.S. Address, Phone, and Email: Go to <https://ipconnect.oregonstate.edu>. Click on Select 'Biographical Information' and complete Local U.S. Address and Contact Information E-Forms.

*You are required to report these updates to SEVIS to maintain your immigration status.

Degree Level (circle) Bachelor’s Master’s PhD Major _____

Term for which this form applies (circle) Fall Winter Spring Summer 20_____

I petition to have _____ credits (minimum of 6) accepted as equivalent to a full course of study for the following reasons:

Student’s signature _____ Date _____

PART II (this section must be completed by the academic advisor)

I recommend the student be exempted from a full course of study for the term listed above for the following reason:

- Initial difficulties with the English language or reading requirements** (only approved during the student’s first year)
- Unfamiliarity with American teaching methods** (only approved during the student’s first year)
- Improper course level placement** (insufficient background, prerequisites, and/or experience to complete the course)

None of the above reasons are applicable. (Please note that, in this case, an “Academic Difficulty” Reduced Course Load cannot be approved. If you are unsure of whether or not this is applicable, please feel free to call and speak with the on-call International Student Advisor at 541-737-3610.)

Please feel free to provide additional comments in the space below:

Academic advisor’s signature _____ Date _____

Name and title (please print) _____

Continue to Page 2



Division of International Programs
Office of International Services (OIS)

Oregon State University, University Plaza, 1600 SW Western Blvd Suite 130, Corvallis, OR, 97333

T 541-737-6310 | F 541-737-6226 | <http://international.oregonstate.edu/> | ois.student@oregonstate.edu

PART III (to be completed by SPONSORED STUDENTS ONLY):

I understand that I must obtain approval from my sponsor prior to reducing my course load and any financial or other sponsorship consequences are my responsibility. * Under the terms of our agreement with sponsors, OSU is required to provide enrollment information to sponsors.

Student's signature _____ Date _____



International Student Advising and Services use only

RCL – academic difficulties: Approved Denied OIS initials _____ Date RCL entered into SEVIS _____