



## INTO OSU REDUCED COURSE LOAD (RCL) – ACADEMIC DIFFICULTIES

All international students are required by U.S. Citizenship and Immigration Services (USCIS) to register for and complete a full course of study each academic term.

Federal regulations do allow a **one-time** exception to full-time enrollment per degree/program level, based on documented academic difficulties. Given that the INTO OSU programs provide support for English language and academic preparation, a reduced course load for academic difficulties may only be approved for the following reason:

- Improper course level placement (Eligible any term during an education level if someone is placed incorrectly)

During the term for which a student is authorized to reduce his or her course load, they must be enrolled for a minimum of 9 credits if Academic English student and a minimum of 6 credits if an Undergraduate or Graduate Pathways student. If approved for an Academic RCL the student must resume a full course of study beginning the next available term.


**\*Please note that a reduced course load CANNOT be approved for financial reasons, unavailability of a course, or an anticipated poor grade.**

**This completed form must be received by the Office of International Services (OIS) no later than a week prior to the end of the term for which the request applies. Failure to meet this deadline may cause the student to fall out of immigration status, resulting in the need to apply for reinstatement.**

### PART I (to be completed by the student with International Student Advisor)

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.

Term for which the RCL is being requested :     Fall     Winter     Spring     Summer    201\_\_\_\_\_

I petition to have \_\_\_\_\_ credits (minimum of 9 for Academic English students and a minimum of 6 for Undergraduate and Graduate Pathways student) accepted as equivalent to a full course of study for the following reasons:

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

International Student Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

INTO OSU Finance signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsored students only, please read and sign the following disclaimer: 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 Programs**  
**Office of International Services**  
 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](mailto:ois.student@oregonstate.edu)

**PART II (this section must be completed by the Program Manager)**

Student's Program of Study as Indicated in Banner:  Academic English  Pathway  Other

Number of credits student is petitioning to enroll for: \_\_\_\_\_ credits (minimum of 9 for Academic English students and a minimum of 6 for Undergraduate and Graduate Pathways student)

I recommend the student be exempted from a full course of study for the \_\_\_\_\_ term for the following reasons:

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**Please note that a reduced course load CANNOT be approved for financial reasons, unavailability of a course, or an anticipated poor grade.**

Program Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

Name and title (please print) \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Office of International Services use only*

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

Date Entered into Banner: \_\_\_\_\_                      INTO OSU Academic Support team notified:    Yes    No