



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) _____

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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):

As a sponsored student, your sponsor requires you to maintain a certain minimum number of credits (typically 15 for undergraduates, 9 for graduates) and does not permit you to withdraw from courses after the 100% refund deadline in Week 1. Under the terms of agreement with your sponsor, OSU is obligated to notify your sponsor regarding your registration status, including reduced course loads, dropping courses, or withdrawing from the university. This may have adverse consequences on your sponsorship funding including a deduction of your stipend/salary or a discontinuation of your scholarship by your sponsor. If you are dropping any courses after Week 1 your sponsor may not cover the costs for tuition and fees for the courses which you drop or withdraw. Should this occur, **you will be required to pay any outstanding balances on your student account including tuition and fees normally covered by your sponsor.**

I have read the above and understand that my sponsor will be notified of the change in my registration/enrollment status. I also understand that I am responsible for payment of any tuition and fees as well as outstanding balances on my account not paid by my sponsor due to this change.

Student's signature _____ Date _____

International Student Advising and Services use only

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