

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 a General English or 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 _____ Phone _____ Email _____

Current U.S. Address: Go to <https://ipconnect.oregonstate.edu> Click on  Select biographical information, then Local U.S. Address E-Form. * You are required to report your address 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 and General 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:

Student's signature _____ Date _____

International Student Advisor's signature _____ Date _____

Sponsored Student Advisor's signature _____ Date _____

INTO OSU Finance 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://oregonstate.edu/international> |
ois.student@oregonstate.edu

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

Student's Program of Study as Indicated in Banner: General English Academic English Pathways

Number of credits student is petitioning to enroll for: _____ credits (minimum of 9 for Academic English and General 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:

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