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 ______________________

Term for which the RCL is being requested:

- [ ] Fall
- [ ] Winter
- [ ] Spring
- [ ] Summer

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 __________________

Revised: 08/04/2017
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