INTO OSU REDUCED COURSE LOAD (RCL) – FINAL TERM ONLY

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. Full time requirements for INTO OSU students are as follows:

- **Academic English INTO OSU students** must be registered for a minimum of 18 credits per term.
- **Undergraduate and Graduate Pathway INTO OSU students** must be enrolled for a minimum of 12 credits per term.

INTO OSU student eligibility for a Final Term Reduced Course Load is as follows:

- **Undergraduate/Graduate Pathway students** may petition to drop below full-time if they have fewer than 12 credits of required coursework remaining their FINAL term.
- **Level 6 Academic English students** may petition to drop below full-time in their FINAL term if they have previously passed one of their Level 6 CORE classes (i.e., Reading & Vocabulary or Listening & Speaking 6). They may choose to drop the Level 6 core class that was previously passed, but must not drop below 12 total credits. No student in any other level of Academic English is eligible for the Final Term Reduced Course Load.

This completed form must be received by the Office of International Services by the end of the drop period 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. **There will be no tuition reduction in case of late request.**

**PART I** (to be completed by the student)

Last name (family) ___________________________________ First name (given) ________________________________

Student ID ______________________

Term for which the RCL is being requested:   [ ] Fall  [ ] Winter  [ ] Spring  [ ] Summer  20_______

I certify that I have completed all required coursework for my INTO OSU program with the exception of _________ credits that I intend to complete during the term stated above.

Student’s signature ________________________________________________________ Date ____________________

INTO OSU Finance signature _________________________________________________ Date ____________________

(Pathway students do not need finance signature if they are in an extension term)

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 ____________________

Revised: 12/15/2017
PART II (this section must be completed by a Program Manager or Student Support Advisor)

The student is requesting approval for a reduced course load based on having completed all required coursework for their INTO OSU program with the exception of the credits indicated below.

**Student’s Program of Study as Indicated in Banner (Please select one of the following):**

- [ ] **Academic English** Level 6 (Only Level 6 Students are eligible for the Final Term Reduced Course Load)

  *The Level 6 AE student is requesting approval for a reduced course load based on having previously passed one of the Level 6 CORE courses in his/her INTO OSU program. The student may choose to drop the Level 6 core class that was previously passed, but must not drop below 12 total credits in his/her final term of study.

  The student is petitioning to enroll for ________ credits for the ________ term, 20_______

  Your signature below verifies to OIS that this student ONLY needs the credits listed above to complete his/her INTO OSU program.

  Student Support Advisor’s signature __________________________ Date________________

  Name and title (please print) ____________________________________________________________

  Department __________________________ Phone ______________ E-mail _________________________

- [ ] **Undergraduate Pathway**

- [ ] **Graduate Pathway**

  *The Pathway student is requesting approval for a reduced course load based on having completed all required coursework for his/her INTO OSU program with the exception of the credits indicated below.

  The student is petitioning to enroll for ________ credits for the ________ term, 20_______

  Your signature below verifies to OIS that this student ONLY needs the credits listed above to complete his/her INTO OSU program.

  Program Manager’s signature __________________________ Date________________

  Name and title (please print) ____________________________________________________________

  Department __________________________ Phone ______________ E-mail _________________________

Office of International Services use only

- RCL – Final Term: Approved Denied OIS initials __________ Date RCL entered into SEVIS ____________
- INTO OSU Academic Support team notified: Yes No
- Student notified: Yes No

Revised: 08/08/2017