**REDUCED COURSE LOAD (RCL) – FINAL TERM ONLY**

**For Undergraduate Students Only**

U.S. Citizenship and Immigration Services (USCIS) requires F-1 and J-1 students to register for and complete a full course of study (12 credits for undergraduates) each academic term. **Undergraduate students** may petition to drop below full-time if they have fewer than 12 credits of required coursework remaining in their FINAL term. Coursework includes all major(s) and minor(s) for which the student is currently admitted.

This completed form must be received in International Student Advising and Services (Heckart Lodge) no later than the first day of classes 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)

Please Print Clearly

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

Student ID ___________________________________ Phone ______________________ Email ______________________________

Current U.S. Address : Street____________________ Apt._________ City_____________ State_____Zip Code_______

Major ____________________________________________________________

Term for which this form applies (circle) Fall Winter Spring Summer 200__________

I certify that I have completed all required coursework for each of my degree major(s) and minor(s) with the exception of ____________ credits (1-11) that I intend to complete during the term stated above.

Student’s Signature ___________________________________________ Date __________________

International Student Advisor Signature ______________________ Date____________________

(Signature confirms student met with ISA before getting signature from academic advisor)

**PART II** (this section must be completed by the academic advisor)

The student named above is requesting approval for a reduced course load based on having completed all required coursework for each of his or her major(s) and minor(s), with the exception of the credits indicated above.

Your signature below will verify to International Student Advising and Services that the student has fewer than 12 credits to complete his or her degree and that the student is expected to complete his or her program by the end of the term circled above.

Academic advisor’s signature ___________________________________________ Date __________________

Name and title (please print) ____________________________________________

Department ___________________________ Phone __________________ E-mail __________

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International Student Advising and Services use only

RCL – Final Term: Approved Denied ISAS initials ________________ Date RCL entered into SEVIS ________________

Revised 08/07/12