International Admissions and Services

REDUCED COURSE LOAD (RCL) INFORMATION AND REQUEST FORM

International students in F-1 and J-1 status are required to maintain full-time enrollment during the academic year. If you cannot or will not meet this requirement, you must request a reduced course load (RCL) and meet with a WMU international student advisor at International Admissions and Services (IAS) to discuss your request.

Federal immigration regulations limit a student’s ability to enroll less than full time, but it may be allowed in some circumstances explained below. If you drop below full time without authorization, IAS is federally mandated to report this to SEVIS (Student and Exchange Visitor Information System – online database created by the U.S. Department of Homeland Security to track and monitor students and scholars in F, J, and M status); and you will lose your F-1 or J-1 status.

According to immigration regulations governing international students [8 CFR § 214.2(f)(6)(iii)], the Designated School Official (DSO – the IAS Advisors have this designation, not your academic advisors) may allow an F-1 student to engage in less than a full course of study as provided below.

A student who wishes to drop below full time must obtain the approval from a DSO in advance, regardless of what the reason might be. A student who drops below a full course of study without appropriate prior approval will be considered out of status. Please be advised that a lack of financial support does not constitute a valid reason to reduce course load according to immigration regulations.

**Definition of Full Time**

As an undergraduate student, you must register for and complete at least 12 credits per semester. As a graduate student, you must register for and complete at least 6 credit hours per semester.

**NOTE:** The courses you take for “audit” do not count toward the full-time enrollment requirement for immigration purposes.

**NOTE:** Federal Regulations limit the number of online/web/hybrid/distance education courses that can count toward the full-time enrollment requirement for immigration purposes. No more than the equivalent of one class or three credits per semester will count toward your full course of study for immigration status if the class is taken online or through distance education (including hybrid classes). Please see an international student advisor at IAS prior to registering for any online/web courses.

**Academic Difficulties**

A student must apply for reduced course load if, due to academic difficulties, he/she is unable to be enrolled full time. Academic difficulties are exclusively limited to:

- Initial difficulties *during the first semester* at WMU with the English language, reading requirements, or unfamiliarity with American teaching methods, or
- Improper course-level placement during his/her academic program.

- A student may be authorized for a reduced course load on the “academic difficulties” basis only for a single semester during any one course of study at a particular program level, and must resume a full course of study at the next available semester (excluding vacation semester).
- **Important!** Even with the reason of academic difficulties (listed above), a reduced course load must consist of at least six semester hours per semester for undergraduates; and at least three credits for graduate students.
**Masters and PhD Students on Thesis/Dissertation Track** (may use more than once)

If you have completed all course work for a master's or doctoral level program and have only the thesis or dissertation to complete, the University policy allows you to register less than full time, but you must follow the following rules:

- If you are a graduate appointee with employment with the University, all you need to submit to IAS is a copy of the approved *Underenrollment Permission Form for Graduate Appointees*.
- If you are not a graduate appointee, but have completed all course work excluding thesis or dissertation as a master's or PhD student, you will need to have your academic advisor fill out the attached Reduced Course Load Request Form prior to a final approval by an international student advisor at IAS.

**Medical Conditions**

A student must apply for RCL if, due to a serious illness or medical condition, he/she is unable to be enrolled full time (or, if necessary, no course load).

- The student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to the DSO to substantiate the illness or medical condition.
- Medical documentation must contain detailed diagnosis, treatment plan, and prognosis, along with recommendation from the authorized medical personnel (listed above) for you to reduce your course load or not enroll during the particular semester.
- A reduced course load for a medical condition can be granted for a period of time not to exceed a total of 12 months while the student is pursuing a course of study at a particular program level.
- The student must provide current medical documentation, and the DSO must authorize the drop below full time for each new semester.

**Completion of Course of Study**

A student must apply for RCL in his/her final semester if fewer courses (i.e. less than full time) are needed to complete the course of study.

The student must submit a copy of his/her Summary of Audit for Graduation letter from the Office of the Registrar, stating the graduating semester and the credits s/he is completing during the graduating semester. Please note that a student can use this Reduced Course Load option only once during his/her program level.

**How to Apply for a Reduced Course Load:**

1. Set up an appointment with your academic advisor to obtain his/her recommendation for Reduced Course Load.
2. For medical reasons, additionally set up an appointment to see a licensed medical physician (or doctor of osteopathy or licensed clinical psychologist) to request a letter detailing information needed. The letter must be printed on an official letterhead and contain contact information of the person who signed the letter.
3. Bring the following documents with you to meet with an international student advisor at IAS:
   - Reduced Course Load Request Form (see next page) completed by you and your academic advisor
   - Your I-20(s)
   - Passport
   - I-94 card
   - *(if applicable)* A copy of Summary of Audit for Graduation letter; a copy of approved Underenrollment Permission Form for Graduate Appointees; or a letter from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist for a medical reason
4. An IAS international student advisor will review the documents and will decide whether to approve your Reduced Course Load Request.
5. A copy of the approved RCL form will be placed in the student’s file.
REDUCED COURSE LOAD (RCL) REQUEST FORM
(Due by the second week of each semester that you are underenrolled)

SECTION A: TO BE COMPLETED BY STUDENT

Last Name: __________________________ First Name: __________________________ Middle Initial: _________
WIN #: __________________________ SEVIS ID#: __________________________ Phone: __________________________ Date of birth: __________________________
Visa Type: [ ] F-1 [ ] J-1 [ ] Yes, I am currently a CELCIS student [ ] No, I am not currently a CELCIS student
Major: __________________________ Academic Level (BA, MA, PhD.): _______ E-mail: __________________________@wmich.edu

I am registering for _________ credit hours during the _________ semester of _________ (year) and request that my academic load be considered as full time enrollment for immigration purposes for the reason indicated below.

Check one that applies:

☐ Academic Difficulties [8 CFR 214.2(f)(6)(iii)(A)] – Specify and remember you can use one of the following four academic difficulty reasons only once per degree; AND must be enrolled at least half of full-time course load.

☐ initial difficulties with English language (during 1st semester only – if summer, combined Summer I and II)
☐ initial difficulties with reading requirements (during 1st semester only – if summer, combined Summer I and II)
☐ unfamiliarity with American teaching method (during 1st semester only – if summer, combined Summer I and II)
☐ improper course level placement

☐ Medical Reason [8 CFR 214.2(f)(6)(iii)(B)] – attach an official letter on letterhead stationery from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist including detailed diagnosis, treatment plan, and prognosis. Do not require a signature from his/her academic advisor in Section B of this form (below).

☐ Copy of approved Underenrollment Permission Form for Graduate Appointees – Do not require a signature from his/her academic advisor in Section B of this form (below).

☐ Masters or PhD student on thesis or dissertation track – have completed all course work excluding thesis or dissertation. The student is registered this semester per University Academic Regulations and working full-time writing thesis or dissertation.

☐ Completion of course of study [8 CFR 214.2(f)(6)(iii)(C)] – Expected to complete study by the semester listed above and must graduate this semester.

Important! If you are financially sponsored by contract, requiring you to maintain full-time enrollment, then an RCL might cause you to lose your funding. It is your responsibility to verify this with your financial sponsor.

Note: If you are requesting an RCL after the last day to withdraw from courses: First, you must get approval from an IAS DSO; Second, you must provide proof that the Office of the Ombudsman will allow your late withdrawal; Third, you must immediately submit proof of withdrawal from the Office of the Ombudsman, after which IAS will print you a new I-20 authorizing you for the RCL.

I understand that it is my responsibility to drop my course, only after the RCL has been approved by an IAS DSO.

Student’s signature: __________________________ Date: __________________________

____________________________________________________

SECTION B: TO BE COMPLETED BY STUDENT’S ACADEMIC ADVISOR

☐ I have reviewed and recommend the above Request. I certify that information provided on this form is accurate in conformance with applicable Departmental, College and University policies, and is in the best interest of the student’s successful academic progress.

☐ I do NOT recommend that the above request be granted to this student for the following reason(s):

____________________________________________________

Academic advisor’s name: __________________________ Department: __________________________ Campus Phone: __________________________

Signature: __________________________ Date: __________________________

*** Attn: Advisor: an RCL comment will be added in the SPACMNT screen in Banner once the request has been processed. ***

SECTION C: TO BE COMPLETED BY IAS

The above request for a Reduced Course Load per 8 CFR 214.2(f)(6)(iii) is:

☐ Approved [ ] Denied: Reason(s) for denial: __________________________

IAS DSO Signature: __________________________ Date: __________________________

Updated in: [ ] SEVIS Date Completed [ ] ISSM Date Completed [ ] Banner Date Completed

Updated 3/25/15
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