Division of Student Affairs and Enrollment Managament~ International Services

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REDUCED COURSE LOAD (RCL) F-1/J-1 STUDENTS [8 CFR 214.2(f)(6)(iii)(B)]

F-1/J-1 students must be enrolled full-time in a full course of study each fall and spring (undergraduate students: 12 credit hours required; Graduate students: 9 credit hours required). Summer semester enrollment is considered optional & students are not required to submit an RCL unless they are starting FAU in the summer (12 credit hours for undergraduate students starting in Summer II & Summer II and 6 credit hours for students starting in Summer III; 6 credits for graduate students)

Reasons which are <u>NOT</u> acceptable for requesting a RCL are: performance in a course, course unavailability in a particular situation, conducting Curricular Practical Training (CPT), or lack of financial resources. The following procedures for RCL authorization apply:

- ✓ The RCL must be authorized each Fall/Spring semester <u>prior to the end of the add/drop</u> period. Students who wish to withdraw from a course during the semester <u>must</u> consult with the International Services office and receive RCL approval **PRIOR** to withdrawal from courses.
- ✓ Students who receive RCL authorization for the "final semester of study" must graduate in that semester. Otherwise, they are out of status and must file for reinstatement.
- ✓ Students who receive RCL authorization must remain enrolled for a minimum of six (6) credit hours for the semester. Exceptions to this rule are:
 - (1) Undergraduate Students who will graduate in the semester for which the RCL is requested, but must be enrolled for at least one (1) credit hour.
 - (2) Graduate students who completed all degree requirements and only need thesis/dissertation hours may enroll in less than 9 credit hours, but must be enrolled for at least one (1) credit hour.
 - (3) Students who have a valid and documented medical condition/illness may be authorized for either:
 - A) a reduced course load requiring a minimum of six (6) credit hour enrollment, or
 - B) a complete medical withdrawal (no enrollment)

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✓ When withdrawing from a course, even when the RCL was approved for immigration purposes, students are responsible for checking the academic calendar and department/university policies regarding possible negative academic and financial consequences resulting from course withdrawal.

SECTION I TO BE COMPLETED BY THE STUDENT				
Last Name	First Name		Banner ID (Z#)	
Contact Phone: #		FAU email: _		
□ Bachelor's □ Master's	Doctorate Major:			
First semester at FAU:Month/Yea		CL approval for the	semester of Fall Spring, Year	
	=	* I would like a copy	of this form once approved \square YES \square NO	
Student's Signature			Date	

* All paperwork is processed within 3-5 business days. Student is contacted by FAU email for pick-up.

SECTION II – TO BE COMPLETED BY	
Academic Advisor Name:	Department:
Academic Advisor Title:	Signature:
Date: Telephone:	Email:
I recommend a reduced course load (less than full-time)	ofcredits for the following reason:
Initial difficulty with the English language or reading	g requirements (available only in the 1st semester of study)
Unfamiliarity with the American teaching methods	(available only in the first semester of study)
Improper course level placement (please attach a lette Note: Student can only be authorized to withdraw fa must remain enrolled for a minimum of six (6) cred	rom the course(s) in which s/he was incorrectly placed, and
to meet all other degree requirements by the end of the curre	n final semester of study MUST graduate in that semester.
Choose one of the following: Complete withdrawal (no enrollment) Reduced course load (minimum six (6) credits)	ed physician or licensed psychologist must be attached). num of one academic year (fall and spring) per degree
Graduate student who (check one of the following): Completed all degree requirements except for th Other * (explain)	
*On a case by case basis, graduate students may be authors thesis/dissertation stage. At the discretion of the Internation further detail with the Graduate College and the academic	
SECTION III – TO BE COMPLE	TED BY ISSS ADVISOR (P/DSO)
In accordance with 8 CFR 214.2(f)(6)(iii)(B), the above r	request for a reduced course load was:
1) Approved for the semester/year of	RCL: Yes No Complete withdrawal: Yes No
How was this RCL processed? SEVIS RTI If entered in SEVIS RTI/FSAatlas list the approved dates: Authorization Start Date:	Sunapsis Note (thesis/dissertation) End Date:
2) Denied, state the reason:	
Date Reviewed: P/DSO Nam	e and Signature:
Remarks:	
Distribution:Original (IS File)Co	py (Student)
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