

Reduced Course Load (RCL) Authorization Form

All F-1 and J-1 students are required by immigration law to register for and successfully complete a full course load each academic term (12 semester hours or 9 quarter hours). This excludes summer term, which for those on the quarter system may be any quarter after completing 3 full-time quarters. Students may not take 2 consecutive vacation terms.

The purpose of this form is to authorize a student for less than full-time registration for a specified term. Graduate students who are considered to be full-time based on standards of their UR academic division do not need to complete this form. The equivalent of 12 semester credits or 9 quarter credits may include an assistantship, fellowship, TA position, or other activity, but your record must reflect full-time enrollment, even if fewer credits are shown for that term. Students should have documentation from their department showing how full-time equivalency was determined.

SEVIS requires that a Reduced Course Load be authorized by the ISO in advance. Failure to comply with this regulation may have severe consequences on your ability to stay in the U.S. to study or work in F-1 or J-1 status.

Please discuss this option carefully with your academic advisor, since registering less than full-time may affect your UR health insurance coverage and other benefits available only to full-time students.

Student Information:

University ID#: _____

Name: _____

Date of Birth: ____ / ____ / ____

Email: _____

Phone: _____

Term Requested: _____ Intended number of credits: _____ Expected Completion Date: _____

Recommendation of Academic Advisor: *Please check the appropriate reason for RCL request*

- Academic Difficulties:** Students may claim this category only once at each level of study and must maintain registration of at least 6 credits. Please select the appropriate reason for academic difficulty below:
 - Initial difficulties with the English language or reading requirements
 - Unfamiliarity with U.S. teaching methods
 - Improper course level placement

- Medical Condition** (*additional documentation is required*): Please attach a letter from a University Health Service (UHS) physician to ISO confirming the diagnosis from a licensed physician, licensed clinical psychologist, or doctor of osteopathy to either reduce course load or take a medical leave. This option is renewable for up to 12 months in aggregate, provided the renewal is obtained in advance every term. If more than 12 months are needed, the student must change status or leave the U.S. to pursue medical care at home. *UHS documentation is attached.*

- Concurrent Enrollment:** Student will enroll in courses at UR and another recognized school/program during this term. Name of school: _____ *Proof of enrollment is attached.*

- Final Term:** Student will complete degree requirements this term and has fewer than full-time credits remaining.

Advisor's Name: _____

Phone: _____

Signature: _____

Date: _____

Certification from Dean's Office:		
_____ <i>Grad/Undergrad Dean's Signature</i>	_____ <i>Name (print)</i>	_____ <i>Date</i>