



Request for Reduced Course Load

The F-1 student visa regulations require all students to maintain full-time study throughout the duration of their program. Exceptions to the immigration rule for full-time enrollment include academic difficulty, medical condition, and completion of study. **In every instance, you must obtain authorization *prior* to dropping below full-time from the International Student Advisor.** Full-time enrollment is defined for each program in the CIIS Academic Catalog at <https://my.ciis.edu/ICS/Academics/>. **Please review information in the *International Student Handbook***

To obtain authorization, students must submit a completed Reduced Course Load (RCL) form to the International Student Advisor for approval. An F-1 student who drops below a full course of study in the middle of the semester without the prior approval will be considered out of status with the USCIS. The student will then need to go through a process to regain their visa status in order to continue their course. Except as otherwise noted by the International Student Advisor, a reduced course load must consist of at least five semester units.

Name: _____	Date: _____
Program: _____	Degree Level: _____
RCL requested: _____	Faculty Advisor: _____
Term: _____	Year: _____
Program Coordinator or Faculty Advisor Signature verifying information below: _____	

Please indicate the reason why you are requesting permission to enroll in a reduced course load and provide support documentation, as needed.

Type of Request	Explanation	Supporting Documentation Required
<input type="checkbox"/> Academic Difficulties	This is defined as "initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement." This exemption is permitted only once per degree level and only for a single term of study. This option is also for students in practicum who are having initial difficulty adjusting to the practicum site due to language and other reasons.	Please have your academic advisor complete Section A below.



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<input type="checkbox"/> Medical Conditions	The exemption may not exceed an aggregate of 12 months and permits students to withdraw from classes if necessary. It is possible to drop to 0 units while on a medical RCL.	This requires documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist.
<input type="checkbox"/> Completion of Course of Study	A reduced course load may be authorized in the student’s final term.	Please be sure to confirm with your program and/or your practicum contract.

Section A To Be Completed by Academic Advisor, if required

Due to academic difficulties, the above mentioned student needs to enroll in less than a full course of study. The academic difficulties affecting this student are:

If applicable, students must also submit a CIIS Registration Form to the Registrar’s Office to withdraw from your classes or a CIIS Leave of Absence Form to take a break from your program in the case of a zero-unit medical Reduced Course Load. Registrar forms are available on MyCIIS Registrar tab our outside of the Registrar’s Office on the 4th Floor.

Please also check with the Financial Aid Office to see how a less than full-time course load may affect your scholarship award.