

Reduced Course Load (RCL) for Undergraduates

F-1 students are required to maintain full-time student status every semester they are in the United States. Undergraduate and post-baccalaureate students are expected to complete 12 hours of course work during the fall and spring semesters and need to complete a minimum of 12 hours to maintain their immigration status. Students may have additional hours that are academically required by their department. Classes during the summer are optional unless your initial admission to UH is for the summer. Then you must complete 6 hours (i.e. full-time for summer). The following form must be completed *before* reducing your course load (RCL) below full-time hours. **There are 4 categories of RCL:**

1. For valid academic difficulties (allowed only in one semester during an entire degree program).
2. Medical excuse (allowed for a maximum of 1 year during an entire degree program)
3. Final semester (If you fail to graduate, you may need to apply for reinstatement).
4. Nepalese students who are on the Special Student Relief with the employment authorization.

Note: Reduced course load may involve the loss of resident tuition based on an assistantship, a scholarship or grant. These benefits usually require completion of full-time hours.

I am applying for a reduced course load for the fall semester spring semester of 20__.

[For students seeking approval to drop class(es)], I want to drop the following class(es): _____; _____; _____ (course number)

After the drop, I will have a total of ____ hours for the: Fall semester 20__. Spring semester of 20__.

Please check one of the reasons listed below for why you want a RCL. The approval signature from your Academic Advisor and ISSS are required. After the 1st day of the semester, student must submit a copy of this form to Record and Registration office (located in the Welcome Center) to request the drop. Student may still be responsible for the tuition and fee charges to the dropped course(s) after passing the deadline.

Student's Name _____ Signature _____ PeopleSoft # _____ Date _____

NOTE: RCL for valid academic reasons is allowed for only one semester during an entire degree program and requires that you still complete at least 6 hours of course credit for the semester.

Initial Adjustment Issues

- I am having initial difficulties with the English language or reading requirements or unfamiliarity with American teaching methods. This category only requires the authorization of an International Student Counselor.

Improper Course Level Placement (ICLP)

- I am having difficulty with my class(es) due to improper course level placement which may include not having the prerequisites for a course, or insufficient background and experience to complete the course at this time. For example, this would include an international student taking U.S. History for the first time (e.g. no previous exposure, insufficient background), or a philosophy course that is based on a worldview that clashes with the student's own culture. etc.

ICLP CERTIFYING SIGNATURE BY PROFESSOR

I recommend that this student be allowed to drop the following course(s) due to improper course level placement as defined above.

Class _____ Professor _____ Signature _____ Date _____

Class _____ Professor _____ Signature _____ Date _____

2. RCL FOR MEDICAL REASONS

Valid medical reason must be proven with a supporting letter from a medical professional that states the nature of the medical condition, the reason for a reduced course load, and how many hours can be taken for the semester. Medical excuses must be renewed each semester. You are only allowed to accumulate one year of reduced course load for medical reasons during any given degree program. **Note: Zero hours are allowed under this provision of the law if clearly recommended by the medical professional.**

- Letter from medical doctor is attached.
- Letter from a doctor of osteopathy is attached.
- Letter from a clinical psychologist is attached.

3. RCL FOR FINAL SEMESTER

- This is my final semester and I only need ____ hours of course work to complete my degree program. I understand that if I am granted a reduced course load and fail to complete my degree as planned, I will be in violation of my legal status and will need to apply for reinstatement. (If you need only one course to finish your program of study, it cannot be taken through online/distance education).

4. RCL FOR NEPALESE STUDENT WHO IS ON THE SPECIAL STUDENT RELIEF WITH EMPLOYMENT AUTHORIZATION

APPROVAL SIGNATURE FROM ACADEMIC ADVISOR

Name _____ Signature _____ Date _____

APPROVAL SIGNATURE FROM ISSS

Name _____ Signature _____ Date _____