



International Programs

Reduced Course Load Request Form

If an F-1 student is having specified initial academic difficulties, a temporary illness or medical condition, or needs fewer courses than a full course load in their last term to complete the program of study, they may request a reduced course load (RCL).

Student Certification

Student Name: _____ Student ID: _____

Degree Level (undergraduate or graduate): _____

Expected date of graduation (month/year): _____

Semester for which a RCL is being requested (semester/year): _____

- I certify that the information provided in my request for a RCL is correct and complete, and that the RCL authorization is valid only for the semester indicated above.
- I will not drop below full time unless I receive a new I-20 with RCL approval on it. Dropping below full time without RCL approval is a violation of my status and will result in the termination of my F-1 status.
- If approved, I must still enroll in six credits as an undergraduate student or 5 credits as a graduate student with at least three face-to-face credits included.
- RCL based on graduation only: I am not eligible for any future I-20 program extensions. My program end date will be shortened to the final day of the semester for which the graduation RCL is granted.

Student Signature: _____ Date: _____

Academic Advisor/Physician Certification.

The student named above is an international student in F-1 status and is applying for a reduced course load (8 CFR 214.2(f)(6)(iii)). Your verification of the student's eligibility for a reduced course load is required to ensure that Minot State University is in compliance with these regulations. If you have questions about this form, please contact the International Student Coordinator at erin.marie.anderson@minotstateu.edu.

I recommend that the student named above receive authorization to take a reduced course load for the reason cited below:

- **Graduating:** The student is in their final semester and needs less than full time enrollment to complete degree requirements. The student will not be eligible for any future I-20 program extensions.
- **Academic difficulties in first semester:** This is permitted only once per degree/program level. Student is in their first academic year and is having difficulties with English language or reading or is unfamiliar with U.S. teaching methods, or the student has been advised to drop a course because of improper course level placement.
- **Medical:** Requests can be granted for this reason only for an aggregate of 12 months at a particular program level. A letter from a physician and medical documentation on office letterhead with full contact information must be attached. The required minimum enrollment does not apply to a reduced course load for medical reasons. The Office of International Programs will follow the doctor's recommendation after review.

Advisor/Physician Signature: _____

Advisor/Physician Printed Name: _____

Your relationship with the student: _____ Date: _____