



International Programs

A&M-COMMERCE

Reduced Course Load (RCL)

Full course enrollment requirement:

F-1 students are required to maintain full time student status every semester they are studying in the United States. Undergraduate are expected to complete 12 semester hours and graduates are expected complete 9 semester hours during Fall and Spring Semester. (Summer classes are optional unless your first semester at TAMUC. If Summer is your first semester 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 3 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 (does not require special authorization; if you fail to graduate, you may need to apply for reinstatement).

I am applying for a reduced course load for the ☐ **Fall** Semester 20____ ☐ **Spring** Semester of 20_____.

I want to drop ____ class giving me a total of _____ hours for the: ☐ Fall Semester _____ ☐ **Spring** Semester of 20_____.

Please check one of the reasons listed below for why you want a reduced course load. The approval signature from your Academic Advisor is required.

Student Name _____ Signature _____ CWID# _____ Date _____

1. RCL FOR VALID ACADEMIC REASONS

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 Services Office.

Improper Course Level Placement

- ☐ I am having difficulty with my class due to improper course level placement.



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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 ILLNESS/MEDICAL REASONS

☐ A Letter from a medical professional stating the nature of your medical condition, and a recommendation for a reduced course load. Students are only allowed one aggregate year of reduced course load for medical reasons.

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, it may not be taken online)

Student's name Signature Date

APPROVAL SIGNATURE FROM ACADEMIC ADVISOR

Advisor's name Signature Date

FOR OIP use only:

SEVIS input date DSO Signature Todays Date