F-1 international students are required by U.S. law to pursue a full course of study during mandatory terms. In certain academic situations, students may qualify for a reduced course load (RCL). According to 8 CFR (Code of Federal Regulations) § 214.2(f)(6)(iii), the Designated School Official (DSO) may allow an F-1 student to engage in less than a full course of study.

|  |
| --- |
| **NOTICE TO STUDENTS** |
| * Students who take a reduced course load without approval will be considered out of status.
* In order to apply, students must be able to demonstrate that an academic situation has presented itself in which they are not able to meet full-time requirements. Due to IAU’s robust admission policies, standards, and English proficiency requirements, reduced course loads for academic reasons are granted only in extraordinary cases.
* Requests for less than full-time enrollment must be supported with this form, signed by a DSO, indicating which academic reason is causing the difficulty, and the recommendation to reduce the course load.
* Reduced course loads cannot be approved for a previous term. Please note that registration is not required in summer term, unless it is the student’s first or last term. Students who are approved to take a reduced course load are NOT eligible for CPT.
* Conditions of a reduced course load may include mandatory English language tutoring while on RCL.
* Submission of this form does ***NOT*** guarantee approval of a reduced course load. Therefore, the student must wait for the official approval of the request ***BEFORE*** dropping a course that will result in less than a full course load.
* An incomplete form is subject to denial for the RCL.
 |

|  |
| --- |
| **SECTION A | STUDENT INFORMATION** |
| **Name:**  | **SID#:**  | **Program:**  |
| **Telephone:**  | **Email:**  |
| **Proposed Number of Units:**  | **Term:**  | **Year:**  |

|  |
| --- |
| **SECTION B | STUDENT SIGNATURE** |
| I have read and understood the REDUCED COURSE LOAD policy. I agree to resume full course load in the next available mandatory term**.** I understand that if I do not resume a full course load, there will be consequences including, but not limited to, being administratively withdrawn and termination of my SEVIS record. I understand that English language tutoring may be required during my reduced course load. | **Student’s Signature** | **Date** |

***\*\*\* SECTIONS C & D MUST BE COMPLETED BY IAU STAFF \*\*\****

|  |
| --- |
| **SECTION C | REASON FOR RCL** |
| **I recommend (check ONE):**  [ ]  ¾ course reduction [ ]  ½ course reduction [ ]  Full course reduction [ ]  Other: units |
| ***Applicable for the initial academic term only. RCL due to ONE of the following reasons:*** [ ]  Improper course level placement. [ ]  Initial difficulty with reading requirements. [ ]  Initial difficulty with the English language. [ ]  Unfamiliarity with U.S. teaching methods. | ***Applicable for student in their final term of study with only a few units remaining to meet program requirements. RCL due to the following reason:*** [ ]  Final term or few units remaining to complete the program. |

|  |
| --- |
| **SECTION D | CERTIFICATION** |
| **RCL has been:** [ ]  **Approved** [ ]  **Denied** | **Is English language tutoring required during RCL?** [ ]  **Yes** [ ]  **No**  |
| **Comments:**  |
| **Advisor’s Signature:** | **Date:** | **DSO’s Signature:** | **Date:** |