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if I do not resume a full course load, there will be consequences including, but not limited to, being administratively withdrawn and termination of my SEVIS record.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:** |