



## F-1 Reduced Course Load

Students in F-1 and J-1 status are required to maintain full-time enrollment each semester to properly maintain their immigration status. Students may not drop below full-time enrollment PRIOR to receiving authorization from the International Services Office (ISO).

### Full time enrollment at TCU:

Undergraduate = 12 credits

Graduate = 6 credits

Artist Diploma = 6 credits

The exceptions to the "full course of study" requirement are limited, but very important. The ISO may allow an F-1 student to engage in less than a full course of study. Except as otherwise noted, a reduced course load must consist of at least six semester hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the ISO will be considered out of status.

Exceptions to the full course of study:

1. **Academic Difficulties** due to a student's initial difficulty with the English language/reading requirements or unfamiliarity with U.S. teaching methods. **This reason may only be used during the student's first semester of study.**
2. **Academic Difficulties** due to improper course level placement.
3. **Medical Condition:** A reduced course load (or, if necessary, no course load) may be authorized due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student must submit this form completed and signed by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition.
4. **Final Term:** A reduced course load can be authorized in the student's final semester if fewer courses are needed to complete the course of study.

Please complete the following Reduced Course Load (RCL) form to request an RCL with the ISO.

Note: RCLs are approved on a semester basis so a new form/request must be submitted each semester.



TCU ID #:

SEVIS ID #:

Student Name:

Major:

Program Level:      Undergraduate      Masters      Doctorate      Other

Term:                  Fall 20 \_\_                  Spring 20 \_\_                  Summer 20 \_\_

Reason for RCL:

Academic difficulty due to English language/reading requirements or unfamiliarity with U.S. teaching methods (1<sup>st</sup> semester only)

Academic difficulty due to improper course level placement. (1<sup>st</sup> semester only)

Medical RCL. In addition to the advisor’s signature, students must obtain an official letter from a U.S. a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist stating the need for a reduction in course load. A copy of the doctor/psychologist official letter must be on file with ISO. (Time not to exceed an aggregate of 12 months).

Student to complete course of study this semester. The student is in their final term of studies and fewer courses are needed to complete the student’s degree requirements.

Anticipated date of completion:

Number of required credits during the final term: \_\_\_\_\_

Student Signature:

Date:

**Approval Signature from the Academic Advisor**

I have reviewed the RCL form and approve the requested RCL reason. I recommend less than full-time enrollment for this student for the reason & semester indicated above. The student above has my approved to drop to \_\_\_\_\_ credits.

If the student is applying for their final term RCL, I certify that I have reviewed the student’s academic record and confirm this is the student’s final term.

Academic Advisor Name (Please Print):

Academic Advisor Signature:

Date: