



REDUCED COURSE LOAD AUTHORIZATION FORM

To the student

In order for you to be exempt from the full-time course of study requirement as part of your F-1 status, you must complete this form and submit it to a Designated School Official (DSO) **prior** to your dropping classes or reducing your course load. A student who drops below a full course of study without the prior approval of a DSO will be considered "Out of Status".

I, _____ am requesting to be exempt from the full-course of study
(student name)
requirement for the _____, 20__ semester. The reason for this request is:
(please check the appropriate box below)

Illness or Medical Condition. (You may be authorized to have a reduced or even no course load for this reason. You must present the DSO with medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. This reduced course load can not exceed 12 months at a particular program level.)

To complete Course of Study in Current Term

Academic Difficulty due to Initial Difficulty with English Language, Initial Difficulty with Reading Requirements, Unfamiliarity with American Teaching Methods, Improper Course Level Placement (can be used only once per program level) You should write and attach a letter explaining your academic difficulty and why you are requesting a reduced course load.

Signature: _____

Date: _____

For Office Use Only
RCL Approved/ Denied
Documentation Received? Yes/No
Notes: _____

