



# Request for a Reduced Course Load (RCL)

This form must be approved by the ISGSS Director/PDSO through SEVIS before you can drop to a less than full-time load. Students failing to request & obtain advance approval of a reduced course load will be **considered “out of status” by the USCIS.**

**SECTION I: TO BE COMPLETED BY THE STUDENT**

Full Name:	
Lewis ID Number:	SEVIS ID Number:
<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral/PhD	Program/ Major:
Semester for which exception is requested: <input type="checkbox"/> Spring <input type="checkbox"/> Fall Year:	

**DEADLINE OF SUBMISSION:**

Undergraduates: End of the first week of semester  
 Graduates: End of the first week of 2<sup>nd</sup> session

Check one of the following, which should be accompanied by the requested supporting documents to be considered.

Annual vacation. Indicate semester for which exception is requested: \_\_\_\_\_ (Only applicable if the student already completed one full time semester in the United States if the summer semester is requested, or has completed two concurrent full-time semesters for any other semester to be designated as the vacation semester.) All requests must be accompanied by a current transcript(s).

Medical reason. Requests for exceptions based on medical reasons must be accompanied by medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist including diagnosis, treatment, statement indicating why student is unable to enroll full time, specific dates between which student cannot attend courses, and prognosis (anticipated duration). If you will not be attending ANY courses, an additional detailed documentation is required.

Graduate Assistantship (**GA's** must carry a minimum of six credit hours under Immigration law). Please note that Lewis University policies must be followed by all Graduate Assistants. A copy of your offer letter must accompany this request.

Graduate student preparing for comprehensive examination. Attach a copy of your complete transcript(s). Date of exam: \_\_\_\_\_.

Graduate Student engaged in thesis or dissertation research. Attach a copy of your complete transcript (s). Anticipated date thesis will be completed: \_\_\_\_\_

Participating in required CPT for my degree. Attach a copy of your I-20 reflecting a grant of curricular practical training and your transcript.

Academic difficulty due to:

- Initial difficulties with reading requirements;
- Initial difficulties with the English Language;
- Unfamiliarity with American teaching requirements; and/or
- Improper course level placement. (Submit additional documentation in the form of a letter from your academic advisor explaining your situation and that s/he recommends the exception. Note you must still be registered for the credits listed above.)

Last semester. No additional courses are required to complete my degree. Attach [proof of graduation](#).

Undergraduate student and tuition is standard for a minimum of 12 credits. Please note: If studying less than 12 credits, you will be charged tuition per course, and not the standard tuition rates. Scholarships will not apply to students studying less than 12 credits.

STUDENT SIGNATURE:	DATE SIGNED:
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SECTION II: TO BE COMPLETED BY THE ACADEMIC ADVISOR:

I have reviewed and recommend the above request. I certify that the information provided on this form is accurate in conformance with applicable departmental, college, and **university policies, and is in the best interest of the student's** successful academic progress.

I do or  I do NOT concur that a valid academic reason as indicated above exists and that the student should be granted an exception from full-time enrollment. Explanation & comments: \_\_\_\_\_  
\_\_\_\_\_

Advisor signature:	Date:
Advisor name:	Title:
Department:	Extension:

*Return this signed form to: International Student and Global Scholar Services Office. Email: ISGSS@LEWISU.EDU*