

Request for Reduced Course Load (RCL)

F-1 and J-1 international students are required to enroll in a full course of study each fall and spring semester excluding summer, unless summer is the final semester. During the academic year full-time is defined as 12 units for undergraduates and bilateral exchange students, 9 units for graduate students. Graduate students who have completed all coursework with the exception of his/her project, thesis, or equivalent, may request a full-time exception for culminating experience.

Section A. Student Information		
Family/Last Name(s):		Given/First Name(s):
SJSU ID:	Email:	Telephone:
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Requesting RCL for which semester: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____	Number of units enrolled this semester:
Student Signature:		Date:
Section B. Academic Advisor Recommendation		
Please select a reason: <input type="checkbox"/> ACADEMIC REASONS (limited to first term in the U.S., granted once per degree level) <ul style="list-style-type: none"> <input type="checkbox"/> Initial difficulties with the English language <input type="checkbox"/> Initial difficulties with reading requirements <input type="checkbox"/> Unfamiliarity with U.S. teaching methods <input type="checkbox"/> Improper course level placement (attach letter for explanation from advising staff or faculty) <p style="font-size: small;">Note: Student may only be approved for an academic RCL once per degree level (bachelor, master, or doctorate) but remain eligible for future RCL for medical reason and/or final term. While on approved academic RCL student must enroll in at least half of the units required for a full course of study. Student must resume a full course of study in the following term.</p> <input type="checkbox"/> CULMINATING EXPERIENCE (Graduate Student only) <ul style="list-style-type: none"> <input type="checkbox"/> Student has completed all coursework; has project, thesis, or comprehensive exam to complete. <input type="checkbox"/> Student is completing required coursework and project concurrently. <input type="checkbox"/> FINAL SEMESTER Student is in final semester of program, has _____ units to complete degree requirements. <input type="checkbox"/> MEDICAL REASON (can be authorized up to 12 months/3 semester total, per degree level) Attach an official letter on letterhead. The letter must contain the following information. <ol style="list-style-type: none"> 1. Recommend the student reduces his/her course load due to medical reason or condition; 2. Include the student's full name and date of birth; 3. Be dated and specify which term/semester the RCL is being recommended; and 4. Be signed by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist; with contact info and State License Number. <p style="font-size: small;">In lieu of letter student may submit a completed Healthcare Provider Verification of Medical Condition Form.</p>		
For the reason above, I recommend the above-named student be allowed to take a reduced course load.		
College/Major/Graduate Advisor Signature:		Date:
Printed Name and Department:		Telephone Number:
ISSS Staff Only Received Date:	DSO Signature & Date:	<input type="checkbox"/> Approved <input type="checkbox"/> PS Entry <input type="checkbox"/> Denied <input type="checkbox"/> SEVIS RTI entry