

REDUCED COURSE LOAD REQUEST (RCL)

Please Read Carefully:

VID: _____

- Use this form if you wish to be registered for less than 12 credit hours, or withdrawn from a class.
- Form must be submitted 5 days prior to drop/refund deadline if request is made during registration of the current term.
- This Authorization for a Reduced Course Load (RCL) must be approved and all required authorizations in SEVIS must be completed before enrolling/dropping/withdrawing below 12 credit hours, otherwise you may be out of status.
- This request is valid only for the one term you indicate below.
- Reduced Course Load for Financial Need is not a qualifying request.

Student Information:

Given/First Name

Last/Family Name

Phone # (cell or home)

Street

City

State

Zip Code

RCL Requested for: Fall, 20__ Spring, 20__ Summer, 20__ Major: _____ Transfer Plan: _____

Choose One:

Academic Reasons (must be approved by your academic advisor)

- Unfamiliarity with US teaching methods
- Difficulty with English language
- Improper course placement
- Final semester/semester of program completion
 - **After completing my program, I plan to:** Transfer to another U.S. college or university Return to my home country
 - Pursue another degree at Valencia College Apply for OPT (Optional Practical Training)

Medical Reasons (must be approved by a licensed medical doctor)

- Medical Condition
 - I have attached a letter on letterhead from a U.S. licensed medical doctor which clearly states my doctor's medical recommendation regarding the number of credits hours that I am able to attend.

Student Confirmation

- I understand, that according to federal regulations 8CFR214.2(F)(6), I am required to enroll in and complete 12 credit hours of study each semester to be considered to be maintaining F-1 non-immigrant student status.
- I understand that I must maintain 12 credit hours of enrollment unless I have received approval by a DSO for this RCL request for this term in order to be considered maintaining F-1 non-immigrant student status. Failure to do so will result in being out of status.
- I understand that this request for a reduced course load is solely for the purpose of maintaining my F-1 status

Student Signature

Date (mm/dd/yy)

FOR OFFICE USE ONLY.

APPROVED DENIED

COMMENTS

DSO NAME AND SIGNATURE / SEVIS UPDATE DATE (IF REQUIRED)

TO DAY'S DATE