



Office of
International
Education

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Request for Authorization for a Reduced Course Load (RCL)

International students in F-1 and J-1 status are required to be registered full-time during two of the three academic semesters each year. For most students, this means that they are enrolled full-time during Fall and Spring semesters and take the Summer as a vacation semester. Students who will be enrolled for less than full time (36 units for undergraduate students, and generally more than 36 for graduate students) during the Fall or Spring **must receive approval from an OIE advisor, before dropping below full-time enrollment**, in order to maintain legal status. Note: PhD students should consult with their department and the Doctoral Student Status Policy (<http://www.cmu.edu/policies/documents/ABD.html>).

Student: Complete the following information, and then give this form to your Academic Advisor if seeking approval for a RCL due to academic reasons. For medical reasons, see below.

Student name (please print): _____

Andrew ID: _____

Address (must be updated in SIO): _____

I am seeking authorization to drop below full-time enrollment for the following semester: _____

I plan to register for _____ units during that semester. _____

Student's Signature

Academic Advisor: For OIE to determine the student's eligibility to legally drop below full-time enrollment for academic reasons, complete the form below. Contact an OIE Advisor if you have questions.

The student named above will be enrolled for less than a full course of study during the above-named semester for the following reason (check one):

- Initial academic difficulty due to problems with English language or due to the reading requirements. *This reason may be used **only once**, generally during the first semester. The student must register for at least 18 units.*
- Initial academic difficulty due to student being unfamiliar with U.S. teaching methods. *This reason may be used **only once**, generally during the first semester. The student must register for at least 18 units.*
- Student placed in an improper course level. *This reason may be used **only once**, generally during the first semester. The student must register for at least 18 units.*
- Student will complete the program in the semester indicated above (the student's final semester) and needs less than a full course load to complete the program.

Academic Advisor's Signature: _____ Date: _____

Printed name: _____ Department: _____

For graduate students only:

Graduate Student Coordinator's Name/Signature: _____ Date: _____

MEDICAL REASONS: For OIE approval to drop below full-time enrollment for medical reasons, documentation from a health care professional must be attached, and the medical leave may not exceed 12 months in total. Although your academic advisor's approval is not necessary for OIE to approve a reduced course load due to medical reasons, OIE strongly recommends that you consult with your academic advisor before dropping classes for any reason.