

Reduced Course Load (RCL) for Academic Difficulties

All international students on F-1 and J-1 visas are required to enroll full time during Fall and Spring semester. According to federal regulations, a Designated School Official (DSO) can authorize a student to drop below full-time enrollment in certain circumstances. Failure to obtain approval will result in termination of the student’s SEVIS record and he/she will be considered in violation of F-1 status and unlawfully present in the United States. **DO NOT withdraw from class(es) until a DSO has approved your RCL request.** Enrollment issues related to course availability and/or scheduling conflicts do NOT constitute valid reasons for RCL.

STUDENT Information

LAST NAME:	FIRST NAME:	CWID:
DEGREE: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		PHONE:

Course(s) Requesting Drop/Withdrawal

Course Title:	Units:	Course Title:	Units:
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Student Statement of Understanding - By signing below, I affirm my understanding of the following requirements:

- RCL for Academic Difficulty is available **ONLY** for my first semester of study and **ONCE** per educational level.
- RCL authorization is at the discretion of the Designated School Official (DSO) and may be denied regardless of academic advisor recommendation.
- If RCL request is denied by Designated School Official (DSO), I must enroll full-time.
- If RCL is granted, I must enroll in at least 50% of the full-time required units.
- I must attend all class meetings, including exams. W grades are not counted towards my full course of study.
- I am responsible for consulting with my academic advisor to determine if a reduced course load is appropriate and how it may hinder progress towards completing my degree

Student Signature:	DATE:
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ACADEMIC ADVISOR(S) Recommendation Required

To Advisor: ONLY recommend Reduced Course Load if student is in their FIRST semester of study. If RCL is granted, student must enroll in a minimum of 50% of the full-time required units (ex: 6 units minimum for undergrads).

Academic Department (Both Graduate and Undergraduate Students)

<input type="checkbox"/> I recommend drop/withdrawal of above mentioned course(s) due to the following reason: <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Difficulty with English language</td> <td><input type="checkbox"/> Unfamiliarity with U.S. teaching methods</td> </tr> <tr> <td><input type="checkbox"/> Difficulty with reading requirements</td> <td><input type="checkbox"/> Improper course placement</td> </tr> </table>			<input type="checkbox"/> Difficulty with English language	<input type="checkbox"/> Unfamiliarity with U.S. teaching methods	<input type="checkbox"/> Difficulty with reading requirements	<input type="checkbox"/> Improper course placement
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<input type="checkbox"/> I do NOT recommend drop/withdrawal of above mentioned course(s)						
Signature:	Date:	Comments:				
Name:	Title:					

GE Advisor - Undergraduate Students ONLY

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