



Office of Global Engagement Smith Hall, 2nd floor (706) 880-8429
International Student Services

Request for Reduced Course Load

This request must be submitted prior to drop and add and before withdrawing from courses.

Please review the following:

- **Academic Difficulties:** USCIS regulations stipulate that during the course of study within one program or degree, an F-1 student can be authorized on only **ONE** occasion to reduce their course load due to academic difficulties and must resume a full course at the start of the next available semester, excluding summer session. They may not drop below half the required credit hours.
- **Medical:** Students requesting medical RCL may register for 0-11 credit hours; no more than 12 months of medical RCL can be used per program or degree. Medical RCL is approved on a semester-by-semester basis and a request will need to be submitted each semester if the condition persists. Medical documentation is required from a US licensed medical doctor, doctor of osteopathy, or clinical psychologist and must be attached to this form. The letter must state if they recommend RCL or total withdrawal/no enrollment.
- **Completion of Study:** RCL can be approved if less than a full course load needs to be completed during the final semester before graduation. If only one course is required to complete the program or degree, that course cannot be an online or hybrid course.

To be completed by the student:

Name _____ LC ID _____ Email _____

Degree _____ Major _____

Have you requested a reduced course load previously? If yes, please explain:

To be completed by the academic adviser:

Academic Term Requested _____

Acceptable academic reasons for a drop below full-time status for immigration purposes (please check one):

- The student is having difficulty with English language (*normally available during the first semester of study*).
- The student is having difficulty with the reading requirements of the course (*normally available during the first semester of study*).
- The student is unfamiliar with American teaching methods (*normally available during the first semester of study*).
- The student has been placed at an improper course level (*in addition to this form, please provide a letter of assessment verifying that student was improperly placed in a course that has proven too difficult for his/her current level of academic ability and recommendation that they be allowed to withdraw from that course. Normally available during the first semester of study*).
- Final semester and less than a full course load needed to graduate (*petition to graduate must be on file*).
- The student has a medical reason which requires less than full-time enrollment (*student must attach medical documentation from a US licensed physician clearly stating the recommendation to take a RDC*).

I endorse and recommend less than full-time registration for this student during the requested term:

Academic Adviser name _____ Signature _____ Date _____

To be completed by the Office of Global Engagement:

Approved by LaGrange College DSO _____ Date _____

Submit this RCL Request to the Office of Global Engagement:

In person: Office hours are Monday-Friday 8 a.m.-5 p.m.

By e-mail: mrapproon@lagrange.edu. Please send document as PDF or JPEG.