Reduced Course Load Request Form

REDUCED COURSE LOAD

F-1 Student Regulations required for J1 students to be enrolled fullme (8 units for master's and 12 units for bachelor's). If you are not enrolled fullme, the Center for International Education (CIE) must approve and document (in advance) the reason that you are not enrolled full time.

An F1 student must complete and submit this form (along with any additional supporting documentation) to the Certer for International Education prior to the semester start date or dropping below full time status.

In some limited circumstances, an student can be authorized to take less than a full course load, but still be considered to be maintaining their Frimigration status Further information regarding Reduced Course Load requirements available on our RCL webpage

Note: Submission of RCLrfoto CIE does not automatically grant approval. If additional information is needed, a CIE advisor willcontact the studentand/or advisor for clarification.

STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)							
Last Name:	t Name: First Name:						
NETID:	Phone:	ne: Horizon Email:					
Current Address	s:						
Which semester are you requesting a Reduced Course Load (RCL)@emester: Year:						Year:	
I will be enrolled	d in a total of	units for this	semester/term				
Student's Major	:		Degree Level:	Bachelor's	Master's	Doctorate	
I am requesting approval for a reduced course load based on the following reaction all that apply							
	ReasorYou must degree program	be enrolled in at l	least 6 units. Aca	demic Reason R	CL can only be a	ipproved one time	
Initial Difficulty with English language or reading requirements an only be used during year of a cademic program							
Unfai	miliarity with US	steaching metho	dsan only beused o	during ¶year of aca	ademic program		
•	•	vel Placementis of				ced in a course th	
Medical Re	easonSubmit a	letterfom a licen	sed U.S. medica	al doctor			

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April 2021

Documentation

CIE will accept documentation in the form of memos on department letterhead or email from the official school email address. Documentation can be submitted directly its@csueastbay.edu

Academic Reasons ocumentation must come from your academic adviss faculty member confirming you qualify for an academic reason to be less than full time. This documentation needs to be specific and detailed.

You are required to submit

- 1. Completed and Signed RCL Form
- 2. Documentation from your academic advisor or faculty member verifying your academic reason for being enrolled less than full time

<u>Medical Reason</u>s ou are required to submit a letter from a licensed, U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy recommending a reduced course load due to illness or a medical condition. This letter must be on letterhead, must specify the time period and the recommended enrollment (part time or non enrollment) for the specified time period.

You are required to submit

- 1. Completed and Signed RCL Form
- 2. Letter from your U.S. Licensed medical doctor. Letter does not need to state the specific medical condition but needs to state you have a medical condition that prevents you from enrolling full time.

<u>Completion of Academic Program Requireme</u>ntshis is your lassemester, you must submit documentation from your academic advisor(s).

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