

Reduced Course Load (RCL) Authorization Form & Policies

For F-1/J-1 students requesting authorization to enroll part-time

IMPORTANT: You must submit this form before dropping below full-time status

SECTION A: TO BE COMPLETED BY THE STUDENT:

Family Name: _____ First Name: _____ HPU ID: @ _____

(As appears on the passport and visa)

HPU Email: _____ Phone #: _____

UNDERGRADUATE

GRADUATE

ENROLLMENT INFORMATION

What semester would you like to request reduced enrollment?

How many credits do you hope to be registered for? _____

Fall Spring Summer Year: _____

Reason for RCL authorization request:

- Completion of Studies: I'm in my final term
- Medical Reasons: student must attach a letter in English regarding the medical condition(s) from a licensed doctor or clinical psychologist
- Academic Difficulties (select one reason below)
 - Initial difficulty with English language or reading requirements - limited to first academic year only [214.2(f)(6)(iii)]
 - Initial unfamiliarity with American teaching methods - limited to first academic year only [214.2(f)(6)(iii)]
 - Academic Course Level Placement

If you'd like to request permission to withdraw from current courses, please indicate which ones and why:

Please note: if approved to withdraw from classes, you must adhere to any process and policies set by Registrar's and Business Office

Course Code	Section and CRN	Instructor	Explanation (e.g. academic difficulties, difficulty with English lang.)

★ Student Printed Name: _____ Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY THE FACULTY (for students claiming Academic Difficulties only):

If a student is requesting the ability to reduce their course load due to academic difficulties, please provide your recommendation for the student dropping the course:

Faculty Name: _____ Faculty Signature: _____ Date: _____

SECTION C: TO BE COMPLETED BY THE ACADEMIC/FACULTY ADVISOR (for all students):

I certify that I am the student's academic/faculty advisor and I am aware this student is requesting permission to enroll part-time while on an F-1 or J-1 student status. I understand the impact a reduced course load may have on this student's degree plan and have discussed any possible changes or challenges with the requesting student.

- I have reviewed the above request and recommend the student enroll in a part-time course load
- I do **not** recommend the student enroll in a part-time course load for the following reasons: _____

★ Advisor Printed Name: _____ Signature: _____ Date: _____

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Reduced Course Load Policies

In order to maintain lawful F-1 or J-1 non-immigrant status, international students must either be enrolled full-time or receive permission from the Office of International Students and Scholars (OISS) for a reduced course load **BEFORE** dropping below minimum credit hours.

The minimum full-time enrollment requirement is as follows:

Undergraduate students	Graduate students
12 credit hours	9 credit hours

Please be aware:

- Courses that are audited do NOT count towards meeting the minimum full-time enrollment requirement
- Online/virtual/hybrid courses: Only 3 credit hours may be counted towards meeting the minimum full-time enrollment requirement.
- If you only have one course left, the course by itself cannot be an online course

REGULATORY EXPLANATIONS

In some instances, international students may be authorized to reduce their course load. This authorization must be requested prior to the beginning of the semester the reduction is requested for. **Any student who fails to enroll in a full course of study by the add/drop deadline, or drops below a full course of study without prior authorization by OISS, is considered to be out of status.**

Please be advised that the following do not constitute a valid reason to reduce enrollment according to U.S. Federal Regulations:

- Pregnancy (prenatal)
- Lack of financial support

Exceptions to the full course of study requirements are very limited; however, if deemed appropriate OISS may authorize a student to reduce his/her course load in adherence to the Federal Regulation:

Academic Reasons

Minimum enrollment of 6 credit hours required – 8 CRF 214.2 (f)(6)(v)

- Is having difficulties with the English language or reading requirements
- Is experiencing unfamiliarity with American teaching methods
- Student was placed in an inappropriate course level

Other

- To complete course of study in current term – final semester [8 CRF 214.2 (f)(6)(ii)]
- Illness or medical condition [8 CRF 214.2 (f)(5)(i)]: International students may be authorized to drop or withdraw from classes in the case that the student experiences unforeseen illness or a medical condition. A reduction in courses due to medical reasons must be authorized for each semester in question, not to exceed 12 months. The student must provide a statement by a licensed U.S. medical professional, on letterhead (not prescription pad) documenting the following:
 - The medical necessity to reduce courses
 - The semester for which the reduction is requested for
 - The advised action (reduction in course or withdrawal)

A student who is authorized for a reduced course load is unable to:

- 1. Request another RCL (unless for medical)**
- 2. Apply for a program extension afterwards**