



Reduced Course Load Authorization Form/Policies

For F-1/J-1 Student Registering Part-Time

****Form should be submitted BEFORE dropping below minimum credit hours.**

SECTION A. FOR THE STUDENT- PLEASE FILL OUT CLEARLY:	
Family Name:	First Name:
Email: @ my.hpu.edu	Phone#:
HPU ID @:	<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE
SEMESTER OF REQUESTED REDUCED ENROLLMENT – CHOOSE ONE TERM ONLY:	
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	# of credits that I will be registered for _____
ACADEMIC DIFFICULTIES (ALL of the following reasons are limited to ONE TIME ONLY per degree program). CHOOSE ONE REASON ONLY: (Instructor(s) for course(s) to be dropped must complete section B)	
<input type="checkbox"/> Initial difficulty with English language or reading requirements: <i>Limited to first academic year only [214.2(f)(6)(iii)]</i>	
<input type="checkbox"/> Initial unfamiliarity with American teaching methods: <i>Limited to first academic year only [214.2(f)(6)(iii)].</i>	
<input type="checkbox"/> Improper course level placement	
COMPLETION OF STUDIES (Check this option ONLY if this is your last term of studies):	
<input type="checkbox"/> In final term of degree program and enrolled the credit hours needed to complete the program of study.	
MEDICAL REASON(s):	
<input type="checkbox"/> Illness or medical reason (s): Student must attach a detailed letter to this form regarding the medical condition(s) from a doctor or clinical psychologist licensed to practice in the U. S.	
NOTE: OISS is not responsible for reaching out to the medical provider in order to obtain the required medical documents. The student must submit all required medical documents to ISSS in order to be eligible for further review and authorization of RCL.	
SECTION B. FOR THE FACULTY (Academic Difficulties only) – Please explain in detail recommendation for student dropping course.	
FACULTY's Full Name: _____ Email: _____ Date: ____/____/____ (mm/dd/yy)	
SECTION C. FOR THE ACADEMIC ADVISOR - Please sign:	
<i>By signing below, I acknowledge that I understand the USCIS regulations of F-1 student reduced course load and I certify the student is eligible for this reduced course load.</i>	
Academic/Faculty Advisor's Signature: _____ Date: ____/____/____ (mm/dd/yy)	
Academic/Faculty Advisor's Name: _____ Email: _____ Phone#-Ext. _____	
SECTION D. FOR STUDENT - Please sign:	
<i>By signing below, I acknowledge that I understand the eligibility of F-1 student program extension and agree to comply with the regulations above.</i>	
Student Signature: _____ Date: ____/____/____ (mm/dd/yy)	

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 for a reduced course load **BEFORE** dropping below minimum credit hours.

The minimum full-time enrollment requirement is as follows:

Undergraduate students	12 credit hours
Graduate students	9 credit hours

- Courses that are audited do NOT count towards meeting the minimum full-time enrollment requirement
- Online/ distance learning courses: Only 3 credit hours may be counted towards meeting the minimum full-time enrollment requirement

NOTE: If you only have one course left, the course by itself cannot be an online course

Reduced Course Load

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 course load according to U.S. Federal Regulations:

- Pregnancy
- 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 six credit hours required) [8CFR214.2 (f)(6)(v)]

- Is having initial 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 [8CFR214.2(f)(6)(ii)]
- Illness or Medical Condition [8CFR214.2(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)

**** Please note after completing reduced course load (RCL), students are unable to:**

- 1) Request another RCL**
- 2) Apply for program extension**