



## Reduced Course Load (RCL) Request Form for International Students

As you may know, according to Immigration Regulations, you **MUST** receive approval from your DSO **prior to** dropping below full-time status. In addition, there are only a limited number of reasons you are permitted to drop below full-time status, including:

1. Illness or Medical Condition
2. Initial difficulty with the English language – only available first semester
3. Initial difficulty with reading requirements – only available first semester
4. Unfamiliarity with US teaching methods or requirements – only available first semester
5. Improper course level placement
6. To complete course of study in current term

### Application:

Students Name: \_\_\_\_\_  
EMU ID #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

I am requesting a Reduced Course Load for the \_\_\_\_\_ Semester of the \_\_\_\_\_ year.  
If my request for a Reduced Course Load is granted, I will be carrying \_\_\_\_\_ credit hours.  
My reason for making this request\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*You must provide proof of your eligibility for a Reduced Course Load; i.e., medical records, recommendation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, recommendation from your academic advisor explaining any academic difficulties or verification that you need less than a full course of study to graduate in the current semester, etc.

### **FOR OFFICE USE ONLY:**

- RCL Request Approved – Valid from: \_\_\_\_\_ to \_\_\_\_\_  
 RCL Request Denied – Reason: \_\_\_\_\_

DSO signature: \_\_\_\_\_