

Reduced Course Load Request Form

REDUCED COURSE LOAD			
<p>F-1 Student Regulations requires F-1 or J-1 students to be enrolled full-time (8 units for master's and 12 units for bachelor's). If you are not enrolled full-time, the Center for International Education (CIE) must approve and document (in advance) the reason that you are not enrolled full time.</p> <p>An F-1 student must complete and submit this form (along with any additional supporting documentation) to the Center for International Education prior to the semester start date or dropping below full time status.</p> <p>In some limited circumstances, an F-1 student can be authorized to take less than a full course load, but still be considered to be maintaining their F-1 immigration status. Further information regarding Reduced Course Load requirements is available on our RCL webpage.</p> <p>Note: Submission of RCL form to CIE does not automatically grant approval. If additional information is needed, a CIE advisor will contact the student and/or advisor for clarification.</p>			
STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)			
Last Name:	First Name:		
NETID:	Phone:	Horizon Email:	
Current Address:			
Which semester are you requesting a Reduced Course Load (RCL)?	Semester:	Year:	
I will be enrolled 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 reason: (Check all that apply)			
Academic Reason - You must be enrolled in at least 6 units. Academic Reason RCL can only be approved <u>one time</u> during your degree program.			
Initial Difficulty with English language or reading requirements - can only be used during 1 st year of a academic program			
Unfamiliarity with US teaching methods - can only be used during 1 st year of academic program			
Improper Course Level Placement - this can include when a student has been improperly placed in a course that is too basic or too advanced or unavailable due to course sequencing or prerequisites.			
Medical Reason - Submit a letter from a licensed U.S. medical doctor			
Completion of Academic Program Requirements - Last semester/term			
Capstone Project/Thesis - If you are continuing your capstone project/thesis and will not be enrolled in your capstone project/thesis class for the semester you are requesting the RCL, you and your capstone project/thesis advisor must sign and complete the Capstone Project/Thesis Verification Form .			
Concurrent Enrollment - You must submit a printout of your class schedule from the other school			
Required Documentation: READ PAGE 2 All reasons above require that you submit documentation, see page 2 for more information. It is your responsibility to contact the appropriate advisor(s) to request documentation. CIE will accept memos or email documentation directly from your advisor. Your request will not be processed until all documentation is received.			
Student's Signature:		Date:	

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 to cie@csueastbay.edu.

Academic Reasons- documentation must come from your academic advisor or 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

Medical Reasons- You 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.

Completion of Academic Program Requirements- If this is your last semester; you must submit documentation from your academic advisor(s).

Undergraduate Students- you must submit documentation from your major advisor and your GE advisor (Sam Tran). Your academic advisors need to verify the class(es) you have remaining and the unit total.

You are required to submit

1. Completed and Signed RCL Form
2. Verification from both your major advisor and GE advisor

Graduate Students- you must submit documentation from your major advisor. Your major advisor must verify the class(es) you have remaining.

Capstone Project/Thesis- if you are continuing your project/thesis after the semester you enrolled for the class, you are required to obtain verification from your project/thesis advisor via the [Capstone Project/Thesis Verification Form](#).

You are required to submit

1. Completed and Signed RCL Form
2. Verification from your major advisor (every semester you are not enrolled full time)
3. If you are continuing your Capstone Project or Thesis, you will be required to submit the completed [Capstone Project/Thesis Verification Form](#).

Concurrent Enrollment— If you are enrolled concurrently at another academic institution, you must provide proof of registration which shows the course, units, delivery method (in person or online). Make sure your name and the institution's name are clear. Your total enrollment between both institutions must be equivalent to full time at CSUEB. Note: 1.5 quarter units = 1 semester unit. It is your responsibility to confirm with your major or GE advisor that the course(s) you are planning to take will fulfill a degree requirement. To transfer those units to CSUEB, you must submit an official transcript to the International Admissions Office after completion.

You are required to submit

1. Completed and Signed RCL Form
2. Verification of your enrollment from the other institution as described above