The University of Oklahoma
Office of International Student Services

Reduced Course Load Request

International students must obtain approval from International Student Services before dropping below a full course load. When ISS approves the form, you must take the form to your Academic advisor to receive a drop slip. If you drop the course before OU ISS approval, you may lose your immigration status. If you are a graduate assistant, this form does not replace Graduate College enrollment requirement of 5 credit hours. RCLs are approved at the start of each semester. RCLs cannot be submitted after the end of the semester.

Section A. To be completed by student.

OU ID ______________________________________ Email __________________________

Name ___________________________________________________________

Last (family) First Middle

Phone Number __________________________ Expected degree completion date _________________

Signature_______________________________________ Date __________

Section B. To be completed by Academic Adviser, Graduate Liaison, or for SJS students, director of SJS. (NOTE: Student should not receive a drop slip until the form is signed by academic advisor/instructor and approved by ISS.)

For graduate assistants, this form does not replace Graduate College enrollment requirement of 5 credit hours.

I recommend a Reduced Course Load for this student during the semester indicated:

Semester requested ________________ Total number of credit hours after drop __________

Reason for underenrollment (select one):

1. _____ Initial difficulty with English language.
2. _____ Initial difficulty with reading requirements
3. _____ Unfamiliarity with American teaching methods
4. _____ Improper course level placement
   Option #1-4 is possible once per degree program. An RCL based on an academic difficulty must consist of at least six semester hours, or half the hours required for a full course load.

5. _____ Student needs less than a full course load to finish the degree program, and will graduate in the current term
   (If student is underenrolled for the final semester and fails to complete the degree requirements, a second consecutive RCL is permitted. The second RCL will be entered in SEVIS. The student will not be eligible for a third, final-semester RCL.)

6. _____ Student has completed formal coursework and is entering research. Graduate students who have completed their coursework and are beginning research hours only should submit an RCL request in the first semester that their course load is reduced to solely research hours. (ISS - do not enter RCL in SEVIS.)

UNDERGRADUATES:

Academic Adviser signature __________________________ Date ________________

Print Name __________________________ Phone __________________________

GRADUATES:

Graduate Liaison signature __________________________ Date ________________

Print Name __________________________ Phone __________________________

Please submit form to ISS using our Reduced Course Load Request Submission form on our website. Go to www.ou.edu/cis/iss, click on Forms, and then click Reduced Course Load Request Submission.

Phone: (405) 325-3337 Fax: (405) 325-0197
Website: www.ou.edu/cis/iss Email: iss@ou.edu

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