Reduced Course Load Request - Graduate

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 adviser to receive a drop slip. If you drop the course before OU ISS approval, you may lose your immigration status. RCLs are approved at the start of each semester. RCLs cannot be submitted at 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 Graduate Liaison. (NOTE: student should not receive a drop slip until the form is signed by graduate liaison 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 under-enrollment (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 in initial semester only, and only 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 under-enrolled 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.)

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.