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 academic adviser or for SJS students, director of SJS. (NOTE: student should not receive a drop slip until the form is signed by academic adviser and approved by ISS.)

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
5. _____ Student needs less than a full course load to finish the degree program, and will graduate in the current term

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.

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.

Academic Adviser 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.