Reduced Courseload Request Process

- **Step 1.** If dropping below fulltime hours, the student will speak with International Student Services (ISS), Wallace Old Science Hall room 220.

- **Step 2.** After consultation with ISS, if the student still wants to drop below fulltime hours, he/she will get a Reduced Courseload Request (RCL) form from the ISS office.

- **Step 3.** The student may bring the RCL form to either the instructor for the course they want to drop or college advisor for a possible signature.

- **Step 4.** The instructor or college advisor will determine if the student meets criteria for dropping below fulltime hours.

- **Step 5.** If the instructor or college advisor signs the RCL form, the student will take the signed form to the ISS office.

- **Step 6.** Typically within a week, the student will receive an email from ISS either approving or denying the request.
  
  *Please note that although your instructor or college advisor may have signed the RCL form, ISS still has final authority to either approve or deny the request.*

- **Step 7.** If ISS approves the Reduced Courseload Request, you will bring a copy of the email from ISS to University College where you will meet with an advisor who will then sign the university drop form.

- **Step 8.** Once the university drop form is signed by an advisor in University College, you will take the university drop form to Buchanan Hall room 230 to officially drop the course from your schedule.

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