Reduced Courseload 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.

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 Course Instructor, 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 Courseload 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. Outside language instruction may be required as condition of approval.
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. ______ Medical reason enrolling less than full-time (documentation must be from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist)
   Option #5 is possible for 12 total months at the current degree level, and must be resubmitted each semester.
6. ______ 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.)
7. ______ 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.)

Academic Adviser or Course Instructor signature __________________________ Date ______________
Print name ______________________________ Phone __________________

Section C. ISS Approval Signature __________________________ Date ______________
Date RCL entered into SEVIS __________________________

Updated 7/27/2012