
Request for Approval of Reduced Course Load (RCL)

TO BE COMPLETED BY THE STUDENT:

Name (Print) _____ Student ID# _____
Family/Surname Given Name
U.S. Address _____ Birthdate(Mo/Day/Yr) _____
Phone Number _____ E-mail Address _____
Country of Passport _____ Visa Type _____
Major _____ Candidate for Degree of _____ Expected Date of Graduation _____

CIRCLE THE SEMESTER TO WHICH THIS FORM APPLIES: FALL SPRING SUMMER 20 _____

***RCL Request MUST be submitted within 21 days from the first day of semester.**

CHECK THE REASON BELOW for which you are requesting less than a full course of study course enrollment.

REASONS COVERED BY DHS/DEPT OF STATE REGULATIONS

- **Academic Reasons:** Limited to one exception per education level (i.e. one exception for bachelors, one exception for masters)
___ 1. FIRST SEMESTER ONLY: Initial difficulties with the English language and/or with reading requirements. [8 CFR214.2(f)(6)(iii)(A)]
___ 2. FIRST SEMESTER ONLY: Unfamiliarity with U.S. teaching methods. [8 CFR214.2(f)(6)(iii)(A)]
___ 3. Dropping or withdrawing due to improper course level placement [8 CFR214.2(f)(6)(iii)(A)]
- **Medical Reason:**
___ 4. Physician recommends reduced course load or no enrollment for the semester due to medical reasons. (Attach written statement from physician.) Note: Medical statement must pertain to student, not to spouse or other relative. Limited to 12 months aggregate per education level. [8 CFR 214.2(f)(6)(iii)(B)]; [22 CFR514.23(e)(2)]
- **Other Reasons:**
___ 5. Final semester and less than a full course load needed to graduate. [8 CFR214.2(f)(6)(i)(B)];[8 CFR514.23(e)(6)]
***If students only need one course to complete their program of study, the course cannot be completed through online or distance education.**
___ 6. Participating in a **required** full-time internship for credit . (F-1 Curricular Practical Training; J-1 Academic Training)
[8 CFR214.2(f)(10)(i)]; [22 CFR514.23 (e)(5)]
- **Reasons for Graduate Students:**
___ 7. Full or part-time preparation for written or oral graduate degree exams. [8CFR214.2(f)(5)(i); 8 CFR214.2(f)(6)(i)(A)]
___ 8. Full or part time work on graduate research, thesis, or Seminar papers. [8 CFR214.2(f)(5)(i); 8 CFR214.2(f)(6)(i)(A)]
- **Masters of Public Health Students:**
___ 9. Participating in the 6-hours of course field work.

Signature of Student _____ Date _____

TO BE COMPLETED BY INTERNATIONAL SERVICES:

Exception recommended by:

PDSO/DSO _____ Date _____

(Student must submit this form to IS, 301 S. Jefferson Ave.—1st Floor., Springfield, MO 65806)

Students are required to enroll full-time during fall and spring semesters to maintain their visa status. Additionally, *students admitted to begin study during the summer session must also register full time during that summer session*. International Services (IS) is obligated by U.S. Citizenship and Immigration/Department of Homeland Security (USCIS and DHS) law to regularly report on the registration status of international students.

UNDER WHAT CIRCUMSTANCES SHOULD THIS FORM BE COMPLETED?

- **MASTERS, POST-BACCALAUREATE, and DOCTORAL STUDENTS**

You should complete this form if you:

1. register for less than 9 credits. This requirement includes Masters or Ph.D. students who enroll for less than 9 thesis-credits. (Full course load for grad students equals 9 credits).
2. drop courses, bringing course load below 9 credits during a semester. (Incompletes do not require an exception form.)

- **UNDERGRADUATE and ENGLISH LANGUAGE INSTITUTE STUDENTS**

You should complete this form if you plan to:

1. register for less than 12 credits.
2. drop credits, bringing course load during a semester below 12 credits (ELI students see ELI Director), or withdraw from all classes. (Incompletes do not require an exception form.)

PLEASE NOTE:

- **AUDITED COURSES**

Audited credits do not count toward the full course of study. Students must register using the A-F or P-N grading basis to satisfy full-time enrollment.

- **FINANCIAL AID or SCHOLARSHIP APPLICANTS or RECIPIENTS**

You must see an advisor in Financial Aid, before applying for an exception to the full course of study. Registering less than full time could affect your financial aid award.

- **SOCIAL SECURITY WITHHOLDING TAX**

If you are employed by the University, enrollment in less than full time status could impact the amount of taxes withheld from your wages depending upon your tax status. If you are unclear of your tax status, see Tina Lapel, International Payroll Specialist for more information.

INSTRUCTIONS FOR SUBMISSION:

In order to allow time for processing this form and to make certain you are complying with federal regulations, please do the following (except students documenting dual enrollment, then see information above):

1. Submit this form to an IS advisor prior to dropping below or enrolling in less than full time.
2. This form must be signed by designated IS personnel. Following a review, your original form will be returned to you. Be sure to keep page one (original) for your permanent records as evidence of your legal status in the event that USCIS or the Department of State requires it.

NOTE: Certain academic programs or University offices as well as exchange and scholarship program sponsors and other private educational funding agencies may use a different credit requirement for their students. If this credit requirement is higher than that of the USCIS, it takes precedence over the USCIS requirement.