

Reduced Course Load (RCL)

International students who plan to be enrolled for part time studies must submit the RCL form to the Office of International Admissions & Student Services (OIASS) in a timely manner; the form must be approved by the student's academic advisor or medical professional prior to submission to OIASS. There are only a few exceptions to the full time enrollment requirement for the Fall and Spring semesters. Each exception has its own criteria, which are outlined below.

Please note:

- **Summer Enrollment:** Registration is generally not required in summer semesters. Exceptions include **1)** summer enrollment is required if it is the student's last semester, **2)** the academic program requires summer enrollment, and **3)** an award (such as a fellowship), or employment (such as a graduate assistantship), requires summer enrollment.
- **Online Enrollment:** Only 3 credits or one online course per semester is applicable to the full-time enrollment total.
- **Audit Enrollment:** Audit courses are not applicable to the full-time enrollment total.

F-1 students should not drop below full time enrollment until they have received authorization from OIASS. Students who drop below full time enrollment without the proper authorization from OIASS will be considered out of status.

Academic Difficulty RCL

Students may request an RCL due to academic difficulty only once per degree level. Academic difficulty could be due to the following reasons:

- Initial difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods or
- Improper course placement

Students who receive an academic difficulty RCL must resume a full course of study in the next available semester in order to maintain status.

Medical RCL

OIASS may authorize a medical RCL due to a temporary medical condition with an appropriate doctor's letter recommending the RCL for medical reasons. Students must receive prior approval from OIASS for the medical RCL.

Requirements of Medical RCL:

- Letter from licensed physician, medical doctor, doctor of osteopathy, or licensed clinical psychologist that recommends student to take less than the minimum units required for full time enrollment
- Receive prior approval from OIASS and academic department before dropping classes
- No more than 12 months (3 semesters) total of Medical RCL is permitted per degree level

Students may enroll in any number of credits (please note: graduate student must take a minimum of one credit to be considered a continuing student. If a student cannot enroll for any courses due to the medical condition, the letter from the medical professional must state this.

Final Semester RCL OIASS may authorize a final semester RCL for students who are in their final semester of study and only have a few credits remaining to meet academic program requirements. Students may request an RCL due to final semester only once per degree program.

Completed Course Work RCL

Graduate students who will be completing or have completed all required course work and are studying for preliminary examinations or working on a thesis or dissertation may apply for an RCL. Students must enroll for a minimum of one graduate level credit. **Note:** in this category, OIASS considers you enrolled full-time for immigration purposes only. Your SEVIS record will indicate full-time enrollment rather than a reduced course load.

To maintain F-1 status, international students must be enrolled in a full course of study each fall and spring semester. Summer enrollment is not required by the US federal government regulations for F-1 visa holders.

Note: Dissertators and students with a graduate assistantship should verify summer enrollment requirements with their department.

- Undergraduate students are required to enroll for 12 credits
- Graduate students are required to enroll for 9 credits
- Graduate students in dissertator status are required to enroll for 1 – 2 credits.

There are valid academic and medical reasons for reducing your course load, as listed below. For any semester in which you intend to reduce your course load, you must complete the following and have your academic advisor or a medical professional sign this form on the reverse.

You must receive prior permission from the Office of International Admissions & Student Services to reduce your course load. Do not enroll for less than a full course load or drop below a full course load without prior permission. Permission to reduce is only valid for the semester indicated on application. If you want to reduce your course load after the drop deadline, additional permission is required from the chair of your department.

Please complete the following information

Name: _____ SUNY Poly ID: U _____
Family First

E-mail: _____ Daytime Phone: (____) _____

Visa Type: F-1 Major(s): _____

Degree Level: Bachelor Master Ph.D. Expected degree completion date: _____
MM / DD / YYYY

Semester for which a reduced course load is requested: _____
MM / YYYY

Indicate the reason why you are requesting a reduce course load

Academic Difficulties

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with US teaching methods
- Improper course level placement

Please indicate the course(s) you wish to drop:

Course #: _____ Credit Hours: _____
Course #: _____ Credit Hours: _____
Course #: _____ Credit Hours: _____

You must be enrolled for at least half the required full-time course load (i.e., undergraduates must enroll for a minimum of 6 credits, graduate students for 4 credits.) You may receive permission to reduce your credit load due to an Academic Difficulty only once during your current degree level.

Final Semester of Study

- Undergraduate or graduate degree student completing program of study at the end of the current term

Number of credit hours remaining to complete degree program: _____

You must be enrolled for at least the number of credits needed to complete your studies. The end date on your I-20 or DS-2019 will be made to reflect the end of the current term, if it doesn't already.

Medical Condition

- Temporary illness or medical condition. You must attach a signed letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must substantiate the illness or medical condition.

Number of credit hours recommended: _____

You may enroll for any number of credits. If you cannot enroll for any courses due to your medical condition, the letter from your medical professional must state this and you will need to complete the Registrar's Office Withdrawal Form. You may only receive this permission for a maximum of 12 months during your current degree level.

Completed Course Work

- Graduate student who will be completing or has completed all required course work and is studying for preliminary examinations or working on a thesis or dissertation.

*You must be enrolled for a minimum of one graduate level credit. **Note:** in this category, OIASS considers you to be enrolled full-time for immigration purposes only. Your SEVIS record will indicate full-time enrollment rather than a reduced course load.*

.....

Academic Advisor or **Medical Professional**

I hereby certify the reason given for the request to approve a reduced course load is correct

Name: _____ Title: _____

E-mail: _____ Phone: _____

Signature: _____

Note: Academic Advisors will be notified via e-mail if ISS denies the request.

.....

To be Completed by Student

Signature: _____

.....

To be Completed by OIASS

This student has been approved to reduce his/her course load for the semester requested: Yes No

Name/Title: _____

Signature: _____ Date: _____

Office of International Admissions & Student Services
Undergraduate & Graduate Programs
A 221 Kunsela Hall, Seymour Road
Utica, NY 13501
t: 315.792.7219 f: 315.792.7221

