

Request for Authorization for a Reduced Course Load (RCL)

In order for F-1 and J-1 students to maintain lawful immigration status, they are required to enroll full-time during two of the three academic semesters each year. In most cases, students will be enrolled full-time for the Fall and Spring semester and take Summer as a vacation semester. At YSU, "full-time" is defined as 12 credit hours for undergrad students and 6 credit hours for graduate students.

An F-1 or J-1 student cannot end their program on a vacation semester. Therefore, if Summer will be a student's final term, they must enroll full-time or be authorized for an RCL. Audited courses do NOT count toward your full course of study requirement. Thesis credits DO count toward your full course of study requirement. For immigration purposes, there are a few exceptions to the full-time requirement. **If eligible for a Reduced Course Load (RCL), the RCL must be authorized in SEVIS by IPO before a student can drop below full-time.**

For questions about billing or dropping classes, students must contact either their academic department or the Penguin Service Center. Please note that IPO will authorize the RCL with immigration only. This authorization is not connected to the university systems. Once the RCL has been authorized in SEVIS, the student will receive an email confirmation from IPO. A new I-20 with the RCL authorization will be issued and ready for pick-up at the main IPO front desk in 5 business days. Once an RCL has been granted, it cannot be undone even if a student later chooses to enroll in a full course of studies.

RCL for Medical Reasons: A letter from a licensed medical doctor or clinical psychologist in the U.S. must be attached for IPO approval to drop below full-time enrollment for a medical reason. The letter must specify the term for which the recommendation is being made and whether the recommendation is for part-time study or zero credit hours. By regulation, medical RCL may not exceed 12 months in total. Although your academic advisor's approval is not necessary for IPO to approve an RCL due to medical reasons, IPO strongly recommends that you consult with your academic advisor before dropping classes for any reason.

Student: Complete and give this form to your Academic Advisor. Requests for medical RCL do not require an advisor's signature.

Student Family Name: _____ First Name: _____ Y#: _____

Residential Address: _____

YSU Major: _____ Date of I-20/DS-2019 Expiration: _____

RCL requested for: Fall _____ Spring _____ Summer (for Aug. grads only) _____

Student Signature: _____ Date: _____

Academic Advisor: Please complete this form for IPO to determine the student's eligibility to legally drop below full-time enrollment for academic reasons. The student will be enrolled less than full-time for the following reason (check one):

- Initial academic difficulty due to problems with English language or due to the reading requirements. *This reason may be used **only once**, generally during the first semester. Student must register for at least **6 credits**.*
- Initial academic difficulty due to student being unfamiliar with U.S. teaching methods. *This reason may be used **only once**, generally during the first semester. Student must register for at least **6 credits**.*
- Student placed in an improper course level. *This reason may be used **only once**, generally during the first semester. Student must register for at least **6 credits**.*
- Student needs less than a full course load to complete the degree this semester. *Student must register for at least **3 credits**.*

Printed Name: _____ Department: _____

Signature of Academic Advisor : _____ Date: _____