

Reduced Course Load (RCL) Authorization Form

For F-1 or J-1 Students Requesting to Enroll Part-time

TO BE COMPLETED BY THE STUDENT:

Student's Name: _____ Non-AU E-mail: _____
AU ID #: _____ Phone #: _____
I-20/DS-2019 Start & End Dates: _____ Have you applied for RCL before? YES NO
If yes, what was the reason? Academic Medical Final Semester
Semester/Year of Current RCL Request: Fall _____ Spring _____ Summer _____

Federal immigration laws and regulations require all students in F-1 or J-1 status to pursue a full course of study (12 credits for undergraduate and J.D. students, 9 credits for graduate students, and 8 credits for LL.M & S.J.D.) each semester; except during authorized summer vacations, or under limited circumstances, as described below. [8 CFR 214.2(f)(6)(i)] and [22 CFR 62.23(e)].

Notes:

- Reduced Course Load (RCL) authorizations are valid for one semester only.
- Students who drop below full-time without prior authorization from the International Student and Scholar Services (ISSS) office are in violation of their F-1 or J-1 status [INA § 237(a)(1)(C)(i)].
- Students who are in their final semester and only need one course to finish their program of study, the course cannot be completed through online or distance education.

TO BE COMPLETED BY THE ACADEMIC ADVISOR, FACULTY ADVISOR, OR DEAN:

I recommend this student be authorized to drop below full-time for the semester listed above, based on the following. The student:

- Is expected to complete all degree requirements by the end of this semester and fewer courses are needed.
- Is prevented by illness or medical condition from pursuing a full course of study. **A letter from a licensed medical doctor residing in the United States must be attached.** The letter should include: (a) description of the medical problem, including how this affects the student's ability to study; (b) details of treatment; (c) recommendation of when the student may resume taking full-time course work.
- Has initial academic difficulties that make full time registration unreasonable. Student is facing initial difficulties with the English language, reading requirements, unfamiliarity with U.S. teaching methods, or because of improper course level placement. **Only students on their first semester at AU are eligible.** Students must be registered for a minimum of 6 credit hours. Students must resume to a full course of study next available semester. **A letter from the academic unit specifying one of the issues mentioned here must be attached with applicable supporting documents.**

Student's anticipated program completion date: _____

Number of *credits* _____ and number of *classes* _____ student is enrolled during RCL semester

Name: Dean/Academic Advisor/Faculty Advisor

Department/School

Signature

Date

Name of ISSS Advisor

Signature

Date

International Student and Scholar Services • Butler Pavilion 410 • 4400 Massachusetts Ave., NW • Washington, DC 20016
Phone: 202-885-3350 E-mail: issimmigration@american.edu; website: www.american.edu/ocl/iss

