



Office of International Student Services

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Reduced Course Load (RCL) Information and Request Form

All students on F-1 visas are required by USCIS (U.S. Citizen and Immigration Service) to be enrolled full-time (a minimum of 12 credit-hours for undergraduate and 6 credit hours for graduate). **Only 3 credit-hours of online courses may be counted towards full-time enrollment.**

Students who enroll in fewer than the required credit-hours must **submit this form by the first Wednesday of the first week of classes** and receive approval from the Office of International Student Services DSO to maintain their visa status.

- Reduced Course Load protects a student's visa status. If not submitted when needed, the student will be in violation of full-time enrollment requirement and may have to leave the U.S. In addition, student cannot work on campus and must stop any internship work.
- Even if all thesis/dissertation hours required for the degree have been completed, students must be registered for credit.
- In the event that the Office of International Student Services DSO has questions about this form, the question will be sent to the student's APSU e-mail account.
- The top 2 reasons a RCL can't be processed: incomplete form (missing signatures and/or documentation) and holds.

Please fill out the form carefully and check for no holds before submitting to Office of International Student Services DSO.

Types of Reduced Course Load

A. Medical Condition. F-1 visa student has a medical condition for which he or she is currently receiving treatment. Students can only obtain a medical Reduced Course Load for a total of 12 months. No CPT will be considered for students who select "Medical Condition." **Attach an original letter, not on a prescription pad, from the doctor or licensed psychologist treating you; it must clearly state the diagnosis, the treatment and length of time required before you can resume a full course load. No adviser signature is required for this reason.**

B. Adjustment and Course Placement.

I. Adjustment. F-1 student has difficulties with adjustment to (1) education in the United States, (2) English or (3) the United States educational system. This is the student's first full-time semester at a U.S. institution in university-level classes. **This may only be used once during student's first semester.**

II. Course Placement. F-1 student would like to drop a course due to a situation which resulted in an improper course level placement by the student's adviser. An example of this would be a case where the adviser signed the student up for a class and the student did not have the prerequisite. **The adviser must attach a letter on university letterhead with an explanation of the situation. This may only be used once per academic year during student's first year.**

C. Final Semester. The courses the student has remaining to complete a degree program do not equal 12 (on-ground) credit-hours for undergraduate study or 6 (on-ground) credit hours for graduate study. The student has completed all other coursework for a degree. Enrollment cannot solely be on-online courses; there will need to be at least one on-ground course. **The academic adviser must sign at the bottom of this form. This may only be used during final semester of degree program.**

D. Course Work. F-1 student has completed all course work for a graduate degree and only has thesis/dissertation credit or an examination left. **NOTE:** the student must still remain enrolled for course credit. The student cannot maintain status if he or she is not registered for the semester. **The graduate program coordinator (not academic adviser) must sign at the bottom of this form.**

E. Graduate Assistantship Student. F-1 student is a master's degree student with a graduate assistantship. **Attach a copy of the award letter and have the assistantship supervisor sign at the bottom of this form.**

Reduced Course Load Request Form

Name: _____ APSU Banner I.D.: A
(Last Name) (First Name)

SEVIS I.D. Number: _____ Current I-20 Program End Date: _____

Current Level at APSU: Bachelor's Master's APSU Email: _____@my.apsu.edu

I'm requesting reduced course load for: FALL 20____or SPRING 20____ with ____on-ground hours and ____on-line hours

Reduced Course Load Reason: Please **select** the option that fits your situation this semester. If none of the items apply to you, please meet with the Designated School Official (DSO) in the Office of International Student Services.

A. I have a medical condition for which I am currently receiving treatment. Students can only obtain a medical RCL for a total of 12 months. No CPT will be considered for students who select this option.

- **Attach an original letter, not on a prescription pad, from the doctor or licensed psychologist treating you; it must clearly state the diagnosis, the treatment and length of time required before you can resume a full course load.**
- **No adviser signature is required for this reason.**

B-I. I have difficulties with adjustment to education in United States, English or the United States educational system. This is my first full-time semester at a U.S. institution in university-level classes.

- **This may only be used during student's first semester.**

B-II. I would like to drop a course due to a situation which resulted in an improper course level placement by my adviser. An example of this would be a case where your adviser signed you up for a class and you did not have the pre-requisite.

- **Your adviser must sign at the bottom of this this form and attach a letter on university letterhead with an explanation of the situation. This may only be used once per academic year during student's first year.**

C. The remaining courses I have remaining to complete my degree program do not equal 12 (on-ground) credit-hours for undergraduate students or 6 (on-ground) credit hours for graduate students. Enrollment is not solely on-online courses and I have at least one on-ground course. I have completed all other coursework for my degree.

- **The academic advisor must sign at the bottom of this this form. This may only be used during final semester of degree program.**

D. I have completed all course work for my graduate degree and only have thesis/dissertation credit or an examination left.

NOTE: You must still remain enrolled for course credit. You cannot maintain status if you are not registered for the semester.

- **Your graduate program coordinator (not academic adviser) must sign at the bottom of this form.**

E. I am a master's degree student with a graduate assistantship.

Is your assistantship indicated on your current I-20? Yes No, I will need a new, updated I-20.

- **Attach a copy of your award letter and have your assistantship supervisor sign at the bottom of this form.**

I have read the above and agree to the conditions. Submission of this form does not guarantee approval. If I do not understand something on this form, I will contact the Office of International Student Services.

Student Signature _____ Date _____

UNDERGRADUATES: Ask your academic adviser to sign for Reason B-I, B-II or Reason C.

GRADUATES: Ask your graduate program coordinator to sign for Reason D or GA supervisor (Reason E) to sign below.

This form is crucial in maintaining the visa status of F-1 international students and is designed to facilitate documentation required by USCIS. Your signature verifies that the information on this form is accurate and that you recommend approval of the reduction in course load. If you have any comments, please either include them on the back of this form or e-mail us at iss@apsu.edu. After signing, you may return the form to the student and he or she will submit it to the Office of International Student Services.

Signature _____ Date _____ Phone Ext. _____

Printed Name _____ Email _____