

Office of International Student Services P.O. Box 4664 International White House (325 Drane Street) Austin Peay State University Clarksville, TN 37044 USA

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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 **<u>submit this form by the first Wednesday of the first week of</u> <u>classes</u> and receive approval from the Office of International Student Services DSO to maintain their visa status.</u>**

- Reduced Course Load protects a student's visa status. <u>If not submitted when needed, the student will be in violation of full-time enrollment requirement an may have to leave the U.S.</u>. 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.

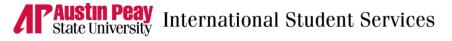
Please fill out the form carefully and check for no holds before submitting to Office of International Student Services DSO.

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 <u>letter</u>, not on a prescription pad, from the doctor or licensed psychologist treating you; it must <u>clearly</u> 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 <u>assistantship supervisor</u> sign at the bottom of this form.



Reduced Course Load Request Form

T	educed Course L	Sau Reques		
Name:		APSU Banner I.D.: A		
(Last Name)	(First Name)			
SEVIS I.D. Number:	Current I-20 Program	End Date:		_
Current Level at APSU: Bac	helor's 🗌 Master's APSU En	nail:		@my.apsu.edu
I'm requesting reduced course lo	ad for: FALL 20or SPRING 20	withon-	ground hours and	on-line hours
	Please select the option that fits your School Official (DSO) in the Office of			apply to you,
12 months. No CPT will	tion for which I am currently receivin be considered for students who selec	t this option.		
<u>clearly</u> state the dia	<u>etter</u> , not on a prescription pad, fro gnosis, the treatment and length of e is required for this reason.			
first full-time semester a	n adjustment to education in United Set at a U.S. institution in university-level sed during student's first semester.		ted States educationa	ll system. This is my
	a course due to a situation which result e a case where your adviser signed yo			
Your adviser must	sign at the bottom of this this form a ituation. This may only be used onc	and attach a letter on u	university letterhead	l with an
undergraduate students of	I have remaining to complete my degror 6 (on-ground) credit hours for graduourse. I have completed all other cour	ate students. Enrollmen		
The academic advis program.	or must sign at the bottom of this th	nis form. This may only	y be used during fin	al semester of degree
NOTE: You must still r	urse work for my graduate degree and emain enrolled for course credit. You gram coordinator (not academic adv	cannot maintain status	if you are not register	red for the semester.
Is your assistantship ind	student with a graduate assistantship. icated on your current I-20? Yes ur award letter and have your assist			nis 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. _____

Email