



Reduced Course Load (RCL) Form

This form must be approved by the ISGSS Director/PDSO through SEVIS before you can drop to a less than full-time load. Students failing to request & obtain advance approval of an RCL will be considered “out of status” by the USCIS.

DEADLINE OF SUBMISSION:

Undergraduates: End of the first week of semester

Graduates: End of the first week of 2nd session

SECTION I: TO BE COMPLETED BY THE STUDENT

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| Full Name: | |
| Lewis ID Number: | SEVIS ID Number: |
| Bachelors Masters Doctoral/PhD | Program/ Major: |
| Indicate Semester and Year the RCL is requested: | |

Check one of the following, which should be accompanied by the requested supporting documents to be considered.

Medical reason. Requests for exceptions based on medical reasons must be accompanied by medical documentation from a licensed US medical doctor, doctor of osteopathy, or licensed clinical psychologist including diagnosis, treatment, statement indicating why student is unable to enroll full time, specific dates between which student cannot attend courses, and prognosis (anticipated duration). If you will not be attending ANY courses, an additional detailed documentation is required.

Graduate Student engaged in thesis or dissertation research. Attach a copy of your complete transcript (s). Anticipated date thesis will be completed: _____

Academic difficulty: only applicable to new students in their first semester. Please select the appropriate reason below:
 Initial difficulties with the English language or reading requirements
 Unfamiliarity with US teaching methods
 Improper course level placement

Final semester. No additional courses are required to complete my degree. Attach proof of graduation (can be found on your MyLewis portal under degree works).

- **Note: for undergraduate students,** tuition is standard for a minimum of 12 credits. Please note: If studying less than 12 credits, you will be charged tuition per course, and not the standard tuition rates. Scholarships will not apply to students studying less than 12 credits.
- **One class remaining:** A student’s last and final class (i.e., capstone or any other required course) must be taken in-person to maintain legal F-1 visa status. A Hybrid/Blended course may be acceptable but requires DSO review.

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|---------------------------|---------------------|
| STUDENT SIGNATURE: | DATE SIGNED: |
|---------------------------|---------------------|

SECTION II: TO BE COMPLETED BY THE ACADEMIC ADVISOR

By signing this form, I certify that I have reviewed, and I recommend the above request. I certify that the information provided on this form is accurate in conformance with applicable departmental, college, and university policies, and is in the best interest of the student’s successful academic progress. I concur that a valid academic reason as indicated above exists and that the student should be granted an exception from full-time enrollment.

Additional comment/s: _____

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|---------------------------|-------------------|
| Advisor signature: | Date: |
| Advisor name: | Title: |
| Department: | Extension: |

Next steps: Once the RCL form is signed and approved by the advisor, the student should upload their RCL to the ISGSS - Reduced Course Load Google Form. Complete instructions can be found here: <https://www.lewisu.edu/student-services/iss/reduced-course-load.htm>