

Reduced Course Load (RCL) for Graduate Students

F-1 students are required to maintain full-time student status every semester they are in the United States. Graduate students need to complete a minimum of 9 hours to maintain their immigration status. Students may have additional hours that are academically required by their department or are required for a tuition waiver. Classes during the summer are optional unless your initial admission to UH is for the summer. Then you must complete 6 hours (i.e. full-time for summer). The following form must be completed before reducing your course load (RCL) below full-time hours. Note: There are 3 categories of RCL:

1. For valid academic difficulties (allowed only in one semester during an entire degree program).
2. Medical excuse
3. Final semester

Note: Reduced course load may involve the loss of resident tuition and GATF.

I am applying for a reduced course load for the fall semester spring semester of 200___. I want to drop ___ class(es) giving me a total of ___ hours for the: fall semester 200___. spring semester of 200___. **Please check one of the reasons listed below for why you want a reduced course load.**

Student's Name _____ PeopleSoft # _____ Date _____
 Signature _____ Phone _____
 Comments _____

1. RCL FOR VALID ACADEMIC REASONS

RCL for valid academic reasons is allowed for only one semester during an entire degree program and requires that you still complete at least 6 hours of course credit.

- I am having initial difficulties with the English language, reading requirements or due to unfamiliarity with American teaching methods.
- I am having difficulty with my class(es) due to improper course level placement which may include not having the prerequisites for a course, or insufficient background or experience to complete the course at this time.

2. RCL FOR MEDICAL REASONS

Valid medical reason must be proven with a supporting letter that states the nature of the medical condition, the reason for a reduced course load, and how many hours can be taken for the semester. Medical excuses must be renewed each semester. You are only allowed to accumulate one year of reduced course load for medical reasons during any given degree program. **Note: Zero hours are allowed under this provision of the law if clearly stated by the medical professional.**

- Letter from medical doctor is attached.
- Letter from a doctor of osteopathy is attached.
- Letter from a clinical psychologist is attached.

3. RCL OR FULL-TIME EQUIVALENCY FOR FINAL SEMESTER (Select one)

- Reduced Course Load for Non-Thesis Track:** This is my expected final semester and I only need ___ hours of course work to complete my degree program. I understand that if I am granted a reduced course load and fail to complete my degree as planned, I may be in violation of my legal status and may need to apply for reinstatement. (If you need only one course to finish your program of study, it cannot be taken through online/distance education).
- Full-time Equivalency for Thesis Track:** I am expecting this semester to be my final semester. I have completed all course work and I am only working on my thesis or dissertation. I am allowed to take only ___ hours of thesis or dissertation for fall semester spring semester of 200___. This option will classify you as having full-time equivalency for SEVIS reporting. If I fail to complete my thesis/dissertation I will be required to take 9 hours in subsequent semesters.

Academic Certifying Signatures			
Academic Approval: I approve of this application for a reduced course load.			
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Academic Advisor: Signature: _____	Date: _____	Comments: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Chair: Signature: _____	Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Dean: Signature: _____	Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	GPS Dean: Signature: _____	Date: _____	