

D'Youville

CENTER FOR GLOBAL ENGAGEMENT

APPLICATION FOR F-1 REDUCED COURSE LOAD

F-1 international students are required by U.S. law to pursue a full course of study each fall and spring semester. A full course of study is defined as carrying 12 credits at the undergraduate level, or 9 credits at the graduate level. Under certain academic circumstances, you may qualify for a reduced course load (RCL) of 6 credits, or less for an illness or medical condition. To apply, you must:

- 1.) Still be enrolled fulltime. If you have already dropped below, you do **NOT** qualify.
- 2.) Have your academic advisor complete this form explaining the academic difficulties that you are experiencing. Academic difficulties are restricted to initial difficulties with English or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement.
- 3.) If you are suffering from an illness or medical condition, you must provide us with documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist describing the nature of your illness or condition.
- 4.) Complete this form and submit it to the Center for Global Engagement **before taking any action** to reduce your course load.

Your application will be reviewed by the CGE and, if approved, you will be given authorization to reduce your course load for a specific period of time. A reduced course load based on academic difficulties may only be authorized for **one term** during your program of study. A reduced course load warranted by an illness or medical condition may be extended if there are serious circumstances necessitating such an extension.

You are required to resume a full course of study in the semester immediately following your RCL authorization (excluding summer). You must report to the CGE within the first week of the next semester with a copy of your registration to prove you are indeed registered full time again.

NAME: Last: _____ First: _____

SEVIS ID #: _____

SEMESTER FOR WHICH YOU ARE REQUESTING A REDUCED COURSE LOAD: _____

PROGRAM OF STUDY AND MAJOR: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

REASON YOU ARE REQUESTING A REDUCED COURSE LOAD: *Check one:*

ACADEMIC DIFFICULTY: PLEASE ATTACH THE ADVISOR'S RECOMMENDATION TO THIS FORM.

- ___ - Initial difficulty with the English language
- ___ - Initial difficulty with reading requirements
- ___ - Unfamiliarity with US teaching methods or requirements.
- ___ - Improper course level placement

ILLNESS OR MEDICAL CONDITION: PLEASE ATTACH DOCTOR'S DOCUMENTATION TO THIS FORM.

- ___ - Illness or medical condition