Reduced Course Load (RCL) Request - Academic

International Students, Scholar and Faculty Services (ISSFS)
Office of International Programs
3620 Varsity Drive  •  Tyler, TX  75701  •  (903) 565-5690  •  intladvising@uttyler.edu

Federal regulations require F-1 visa students to enroll full-time each fall and spring semester. An international advisor may allow students to take fewer hours for the exceptions listed below. 8 CFR 214.2(f)(6)(i)

**STUDENT**
1. Complete this section
2. Contact the appropriate person to complete the Academic Advisor section.
3. Email the form to intladvising@uttyler.edu or give it to an International Student Advisor.
4. If it is after Census Day, do not drop classes until notified that your request has been approved and a new I-20 has been issued.

**IMPORTANT - FINAL SEMESTER:** If you are submitting this form because it is your last semester, please be aware that this declaration will cause your I-20 to be shortened to expire this semester. A new I-20 will be issued reflecting this change. Your F-1 visa status ends 60 days after the semester end date unless you apply for OPT, transfer to another school or get an I-20 for a new academic program. If you have questions about this, speak to an international student advisor. **If you do not successfully complete your degree this semester, report this to your International Student Advisor immediately for options how to remain in status.**

Name: ____________________________ ID: ____________________________ Request for Sem/Year: _____________
Education Level: Bachelor’s ___ Master’s ___ PhD___ Have you already had an RCL on this level? Yes ___ No___
Signature: ____________________________ Date: __________________

**ACADEMIC ADVISOR**

**ACADEMIC EXCEPTION** 8 CFR 214.2(f)(6)(iii)(A) & (C)

Requirement: Grad – 9 credit hours; Undergrad – 12 credit hours. Of required hours, only one course can be distance education.

Academic Advisor, federal regulations limit F-1 students to the following reasons to warrant a drop below enrollment requirements. Please indicate which reason, if any, matches the student’s situation. This form will be kept on file in the OIP ISSFS and may be subject to audit by the U.S. Department of Homeland Security.

**First or second semester in U.S.; only once per academic level; student must remain in at least 6 credit hours.**
- [ ] Initial difficulty with English language and/or reading requirements. First semester at UT Tyler ______________
- [ ] Unfamiliarity with American teaching methods. First semester in the U.S. ______________

**Any semester; only once per academic level; student must remain in at least 6 credit hours.**
- [ ] Improper course level placement (Missing prerequisite and/or insufficient academic preparation for course.)

**Final semester; taking all remaining courses on degree plan, only one online course; if only one course left, cannot be online.**
- [ ] The student is in his/her final semester and requires less than a full course load to complete the degree.
  **Important:** Because of this declaration, the student’s Form I-20 will be shortened to end this semester. If the student does not graduate, he/she should contact an International Student Advisor immediately for options how to maintain visa status.

Drop(s): 1. Course Number: ____________________________ 2. Course Number: ____________________________
Advisor: ____________________________ Signature: ____________________________ Date: __________________ Ext: ____________

**INTERNATIONAL STUDENT ADVISOR**

Approved ( ) Not Approved ( ) Reason: ____________________________
SEVIS updated ___ Advisor: ____________________________ Date: __________________

(Rev 12/5/2018)