

Authorizing a Reduced Course Load

There may be times when your student is unable to take a full course of study. Below are the only three situations where this is allowed. Be sure to keep all documentation on file. Remember to report in SEVIS when the student returns to a full course load.

Reduced Course Load (RCL)

A PDSO and DSO may authorize an RCL under the following conditions:

(A) Academic difficulties

An RCL can only be authorized once per academic level due to

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

(B) Medical conditions

An RCL can only be authorized for a medical condition each session and for a maximum of 12 months

- Student must provide medical documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist (Keep the medical records on file)
- Student must provide current medical documentation each new session
- PDSO or DSO must reauthorize the RCL each new session
- A student may be authorized an RCL on multiple occasions but must not exceed a total period of 12 months at the same program level

If necessary, a zero course load may be authorized.

(C) Completion of course of study

An RCL may be authorized for completion of course of study if

- The student is in the final session and fewer courses are needed for completion



An RCL must be at least half (½) the credit or clock hours required to be full time, except for a medical condition or final semester.



An RCL for medical reasons may be authorized more than once, but must not exceed an aggregate of 12 months within the same program level.



Student must resume a full course of study at the next available term, session or semester, excluding a summer session, unless another RCL is authorized.



A student who drops below a full course of study without the prior approval of the PDSO or DSO is out of status.