All F-1 students must be making normal progress towards degree completion by enrolling full-time (12 units) every fall and spring semester. Full-time enrollment units include all courses taken on campus and only one online class (3 units) can be counted towards full-time enrollment. Dropped classes cannot be counted towards full-time enrollment.

International students are only eligible for authorization for reduced course load (RCL) for the following reasons:

- Illness or medical condition. Student must attach a dated letter from a health professional explaining the illness or recommending the student take an RCL. International students are only eligible for up to 12 months of reduced course load authorization for medical reasons.

- Initial difficulty with English language (can only be authorized once and in the student’s first academic year)

- Initial difficulty with reading requirements (can only be authorized once and in the student’s first academic year)

- Unfamiliarity with American teaching methods

- Improper course placement

- Concurrent enrollment in another SEVIS-approved school, including College of San Mateo and Skyline College. SEVIS/I-20 authorization is not required but student must submit this RCL/Concurrent Enrollment Form signed by an academic counselor, attach proof of registration and submit final grades at the end of the semester for all non-SMCCD colleges.

- To complete course of study in the final semester

Authorization is made on a semester basis. Students who are authorized for academic RCL (excluding in the final semester) must be enrolled in at least 6 units. Students must request authorization for RCL before dropping classes. Authorization for RCL must be authorized before the end of the semester. Failure to obtain authorization in a timely manner for a reduced course load is a violation of F-1 status.
REDUCED COURSE LOAD (RCL)/CONCURRENT ENROLLMENT FORM

TO BE FILLED OUT BY THE STUDENT

NAME: ____________________________________________________________ STUDENT ID#: ________________

LAST NAME FIRST NAME

PHONE NUMBER: ___________________________ EMAIL: ___________________________

I am requesting RCL authorization until the end of the □ Fall □ Spring 20 _____ semester.
RCL authorization is only granted per semester only.
SIGNATURE: ___________________________ DATE: __________________

TO BE FILLED OUT BY THE ACADEMIC COUNSELOR

International students are only eligible for RCL authorization for the following reasons:

□ Illness or medical conditions. Attach a letter recommending a reduce course load from a medical or health professional with dates of diagnosis and treatment.

□ Initial difficulty with English language (can only be authorized once and in the student’s first year)

□ Initial difficulty with reading requirements (can only be authorized once and in the student’s first year)

□ Unfamiliarity with American teaching methods

□ Improper course placement

□ Concurrent enrollment in another SEVIS-approved school. Student must submit proof of registration and submit final grades at the end of the semester. Student is allowed to register in the following course(s).

____________________________________________________________________

College/University Course Number(s) and Name(s)

□ To complete course of study in the final semester. Please submit copy of Student Ed Plan (SEP) showing final semester classes.

I recommend RCL authorization until the end of the □ Fall □ Spring 20_______ semester.
RCL authorization granted per semester only.

NAME OF COUNSELOR: ___________________________

PHONE NUMBER: ___________________________ EMAIL: ___________________________

SIGNATURE: ___________________________ DATE: __________________

For use by ISC staff only.

Received date: ___________________________ Processed date: ___________________________