

Request for Reduced Course Load (RCL) for F-1 or J-1 Status Students

- A request for a reduced course load should be submitted prior to the start of the semester.
- Please note that a RCL request for a Medical Leave of Absence requires the student to also follow the normal process to apply for a Leave of Absence from the Graduate Center.
- Please note that a less than full-time course load may affect your eligibility for financial aid.
- This is a fillable PDF. Please create a digital signature to sign the appropriate section of this form. Please do not use "Preview" to complete the form, please use Adobe.
- Please email the completed form to the Office of International Students at intstu@gc.cuny.edu

Section 1: To Be Completed By Student

Student ID Number:	SEVIS Number:
Surname:	Given Name:
Academic Program:	Degree Level:

Section 2: To Be Completed By Academic Advisor or Executive Officer

Semester:	Number of Credits Student Will Register:
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Reason for Reduced Course Load Authorization:
Please select one reason from the list below.

Academic Circumstances: Master's students may enroll in a minimum of 4.5 credits (GC students) or 6 credits (SOJ students).
Doctoral students may enroll in a minimum of 3.5 credits. This reason may be used for a maximum of one semester.

Initial Difficulty with the English Language

Unfamiliarity with U.S. Teaching Methods

Initial Difficulty with Reading Requirements

Improper Course Level Placement

- Medical Condition.** Medical related requests need to be accompanied by a letter from a licensed Physician (M.D.), Doctor of Osteopathy (D.O.) or a licensed clinical Psychologist. This reason may be used for a maximum of 12 months.
- Master's or Doctoral Level I student who has less than a full-time course load of required coursework remaining and will complete all required coursework credits in the current semester.** Student must enroll in all remaining coursework credits. This reason may be used for a maximum of one semester.
- Master's student who has completed all required coursework and is currently completing non-coursework degree requirements (capstone research, thesis research, or internship requirement).** Student may enroll in 3 credits. This reason may be used for a maximum of one semester.
- Master's student who has completed all required coursework and is currently completing non-coursework degree requirements (capstone research or thesis research).** Student may enroll in 0 credits. This reason may be used for a maximum of one semester.
- Final semester before graduating.** Student does not require a full-time course load to complete program of study in current semester.

The F-1 or J-1 student above is in good standing with the academic program and is making satisfactory progress towards the degree.

Signature:

Date:

Title:

Academic Program: