



Rev: 09/08

REQUEST FOR REDUCED COURSE LOAD

Office of International Student Services & Admissions
PO Box 10078, Beaumont, TX 77710
Telephone: 409 / 880 - 8356 FAX: 409 / 880 - 8414
Web: www.lamar.edu

Email: Sandra.drane@lamar.edu OR marie.graham@lamr.edu

A. To be completed by student (Please print!)

Date: Requesting Reduced Course Load for Semester: LU ID #:
Name: Family/Last Name First
Local Address:
Department: Chairman's Signature:
Degree Level: Bachelor Master Doctor PhD Program of Study:
Credits Accumulated Anticipated Graduation SEVIS I-20 or DS-2019
To date: (credits) Date: Completion Date:
My.Lamar Email Address: @my.lamar.edu Signature

B. To be completed by academic adviser [USCIS Federal Regulations listed on back page]:

In general, permission to register for less than full time should occur rarely in a student's career. By immigration law the international student should be full time during each fall and spring semesters. If the student's activity is equivalent to full time by actually requires less than full-time registration (e.g., writing a thesis), this form is to be endorsed by the academic adviser and forwarded to the International Office.

Semester Requested: Currently enrolled for credit hours.
Requesting reduced hours to semester credit hours for same semester.

Student may use one of the following reasons ONLY ONCE and remain registered for at least half-time enrollment:

- Initial (first semester of enrollment) difficulty with reading requirements.
Initial (first semester of enrollment) difficulty with the English language.
Unfamiliarity with American teaching methods (first semester of enrollment)
Improper course level placement (within first two (2) semesters).
Illness or medical condition. Required to submit an original and currently dated documentation from a U.S. medical doctor outlining your illness, time limit for your recovery, etc.
Student to complete course of study this semester and scheduled to graduate Semester/Date.

I endorse and recommend less than full-time enrollment for this student for the reason & semester indicated above. The course(s) that the student has my approval to drop are:

Academic Adviser: Date: Phone:
Chairman: Date: Phone:
Dean of College: Date: Phone:

C.To be completed by the International Student Services Office

- Approved
Not Approved [] Sandra Drane, PDSO, Coordinator—Int'l Admissions Services Date
[] Marie Graham, DSO, International Student Adviser

D.To be completed by the Dean of Graduate Studies

- Approved
Not Approved Dr. Oney Fitzpatrick - Dean of Graduate Studies

APRIL 2008

3.22

Exceptions to the full-course-of-study requirement

The exceptions to the "full course of study" requirement are limited, but very important. In the situations described below, F-1 students are considered to be maintaining status even if they are not registered for a full course of study, and they continue to be eligible for F-1 benefits if they are otherwise eligible.

A DSO must authorize a drop below full course load (commonly referred to as a "reduced course load," or **RCL**) and update SEVIS *prior* to the student reducing his or her course load. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.

8 C.F.R. § [214.2\(f\)\(6\)\(iii\)](#)

SEVIS limits the reasons for which an RCL can be granted to 7 choices. The DSO must select one of these choices to process the RCL approval.

1. Illness or Medical Condition ([AM § 3.22.4](#))
2. Initial Difficulty with English Language ([AM § 3.22.3](#))
3. Initial Difficulty with Reading Requirements ([AM § 3.22.3](#))
4. Unfamiliarity with American Teaching Methods ([AM § 3.22.3](#))
5. Improper Course Level Placement ([AM § 3.22.3](#))
6. To Complete Course of Study in Current Term ([AM § 3.22.5](#))
7. Part Time Border Commuter Student ([AM § 3.21.9](#)) (does not apply to students attending Lamar University).