

U.S. immigration regulations require F-1 students to be registered full time (12 credit hours per semester for undergraduate and 9 credit hours for graduate students). **This form must be completed and approved before dropping below minimum hours. Failure to do so is a violation of your immigration status and may result in the termination of your F-1 status.**

TO BE COMPLETED BY STUDENT		Student ID # _____
Name: _____	Department/Major: _____	
Degree Level: <input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	
Semester Requested: <input type="checkbox"/> Fall	<input type="checkbox"/> Spring 20__	
Class(es) To Drop: _____	Number of Credit Hours Remaining: _____	
I attest that I have properly maintained my immigration status.		
Student Signature: _____	Date: _____	

Please choose ONE reason for your reduced course load (RCL) request and complete the appropriate box below.

<p>RCL DUE TO ACADEMIC DIFFICULTY: TO BE COMPLETED BY FACULTY MEMBER Only permitted during one semester per degree program; minimum 6 credit hours still required. Select one reason:</p> <p><input type="checkbox"/> Initial difficulty with the English language <input type="checkbox"/> Initial difficulty with reading requirements <input type="checkbox"/> Unfamiliarity with American teaching methods <input type="checkbox"/> Improper course level placement</p> <p>Course Number: _____ Course Name: _____</p> <p>Name of Course Instructor: _____</p> <p>Instructor Signature: _____ Date: _____</p>

<p>RCL DUE TO ILLNESS OR MEDICAL CONDITION A valid medical reason must be indicated in a letter stating the nature of the medical condition, the reason for a reduced course load, and how many credit hours can be taken. One year of RCL for medical reasons is permitted per degree program and must be renewed each semester. Zero hours is permitted if clearly stated in the letter.</p> <p><input type="checkbox"/> Letter is attached from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist</p>
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<p>RCL DUE TO FINAL SEMESTER Students are permitted to take a reduced course load their final semester at UHD if they do not need the full-time number of credit hours to complete requirements for their degree. However, students should note that failure to complete degree requirements as planned during final semester RCL may result in a violation of immigration status.</p> <p><input type="checkbox"/> Number of hours needed to complete degree program: _____</p> <p>Name of Academic Advisor: _____</p> <p>Academic Advisor Signature: _____ Date: _____</p>
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Office Authorization: Yes No Approved by: _____ Date: _____