

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.

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: _____