



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

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REDUCED CREDIT LOAD/FULL TIME EQUIVALENCY

This form is used to request authorization to drop below a full course load due to academic reasons. Students must submit this form and receive approval from an ISSS advisor before dropping below full-time.

TO BE COMPLETED BY THE STUDENT:

Student's Last Name: _____ First Name: _____

Email Address: _____ Phone Number: _____

CSU ID#: _____ Immigration Status F-1 J-1 Degree Level: UG GR PhD

Semester of Request: Fall Spring Summer Year: _____

STUDENT'S SIGNATURE: I have read and I understand the information outlined on page 2 of this form.

Signature: _____ Date: _____

TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR

Please indicate the reason you are recommending the student for a Reduced Credit Load:

Academic Difficulty* *(Please select one reason for the difficulty below.)*

Initial Difficulty with English Language or Reading Requirements *(1st year only)*

Unfamiliarity with U.S. Teaching Methods *(1st year only)*

Improper Course Level Placement *(Must attach an explanation from the academic advisor.)*

* The student must still be enrolled for a minimum of 6 credits for undergraduates or 5 credits for graduates.

* The student may only be authorized for an Academic Difficulty RCL once per degree level.

Student is in the final semester of required coursework and taking all available courses to meet graduation requirements.

The student has completed required coursework and is preparing for a comprehensive examination.

The student has completed required coursework and is working on thesis/dissertation. *(Can be approved for more than one semester. RCL approval for this reason will continue until the student's graduation or the end date of the student's current immigration document [whichever comes first]. Student must still be registered for either Continuous Registration or academic credits each semester.)*

ACADEMIC ADVISOR'S SIGNATURE: *I have discussed the above circumstances with the student, reviewed the educational implications, and I recommend that the student's exception from the full course of study be approved. I understand that final approval must come from International Student and Scholar Services (ISSS.)*

Signature: _____ Date: _____

Name: _____ Title: _____

Department: _____ Phone Number: _____

INTERNATIONAL STUDENT ADVISOR APPROVAL

Signature: _____ Date: _____

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8 C.F.R. § 214.2(f)(6)(i)(A)-(E)

As an international student, you must carry a full academic course load each semester in order to maintain your F-1 or J-1 immigration status.

Undergraduate Students: Must carry a minimum of 12 credits per semester (fall/spring) to be considered full time.

Graduate Students: Must carry a minimum of 9 credits per semester (fall/spring) to be considered full time.

There are very few exceptions for students to drop below full time, and not all options are available to all students. A student who feels they cannot maintain a full course of study may request a reduced course load (RCL) if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by the student's academic adviser or licensed medical professional, as well as International Student and Scholar Services. A student requesting an RCL must meet with an International Student Advisor BEFORE dropping any classes. Failure to do so will affect their immigration status.

Academic Difficulty RCL:

- An Academic Difficulty RCL can only be granted once per educational/degree level.
- The student must still be enrolled for a minimum of 6 credits for undergraduates or 5 credits for graduates
- The student's advisor must submit documentation substantiating the academic reason.
- Students who are granted an RCL for academic difficulty are expected to resume a full course of study in the next available semester (with the exception of the summer term).
- If the student has already been granted an RCL for academic difficulty (even at another school) at the current academic level, the student cannot be approved for another academic difficulty RCL.

Final Semester RCL:

- The student is in their final semester of required coursework and is taking all available courses to meet graduation requirements.

Medical RCL (If seeking a medical exception, please use the separate reduced credit load/medical exception form):

- The student may request a reduced course load, due to a temporary illness or medical condition.
- Limited to a period of time not to exceed an aggregate of 12 months, at each degree level.
- Requires a letter from a licensed medical doctor or clinical psychologist.
- The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.
- The student must be re-authorized for the Medical RCL each semester.

Full-Time Equivalency:

- Students registered for Continuous Registration (CR), who are working on their thesis/dissertation, are considered to be carrying a full academic load and can be authorized for Full Time Equivalency. After a student has been approved for Full Time Equivalency for thesis/dissertation, they do not need to submit another form each semester. The approval will continue through the student's graduation or until the end date of the student's current I-20/DS-2019 (whichever comes first).
- Students applying for a program extension who need the reduced credit load to continue will have to submit a new Reduced Credit Load/Full Time Equivalency form with their program extension request.

Other Notes about Enrollment:

- Students may only count 3 credits (or 1 course) of online/distance learning per semester toward their full course of study requirement. If in the final semester, students cannot be exclusively enrolled in online courses.
- Audited courses do not count toward the full course of study requirement.
- Students who are sponsored, on exchange, or on scholarship may have additional expectations or requirements. It is the student's responsibility to check in with their sponsor, home institution or scholarship provider to identify if they have minimum credit requirements to maintain their status in these programs.

If you have any questions about this form, please contact International Student and Scholar Services.

Please allow 1 week for processing. You will receive an email response after your request is reviewed.