



## REDUCED COURSE LOAD INFORMATION

*Please read the following section carefully before filling out the form on page 2.*

To maintain lawful immigration status, F-1 international students must be enrolled fulltime each term. Fulltime is defined as:

- **3** classes or **9** credits per semester

A student who drops below a full course of study without the prior approval of the PDSO or DSO has violated the terms of their status. **DO Not drop below fulltime until you receive approval from the Student Exchange Visitor Program at HIU.**

Authorized reasons to drop below fulltime are listed below:

1. **Academic Difficulties:** Academic difficulties include overwhelming reading requirements, struggles with the English language, or difficulties in adjusting to American learning methodologies. Reduced Course Loads for academic difficulties may only be requested within the first year of study, and only one time throughout a degree program.
2. **Improper Course Placement:** Students who have been improperly placed in an unnecessary course may request to drop the course. Reduced Course Load for improper course placement may only be requested one time throughout a degree program.
3. **Final Term of Study:** Students who are at their final term of study and do not have any more courses to meet the minimum course load may request a Reduced Course Load.
4. **Medical Reasons:** Students may be authorized to enroll part-time for medical reasons. Students requesting Medical Reduced Course Load must provide a letter from a licensed medical doctor or psychologist recommending the reduced course load. A student may be authorized on multiple occasions but must not exceed a total period of twelve months at the same program level.
5. **Other:** Academic advisors should indicate on the form attached (page 2) if any other extenuating circumstances warrant a reduced course load and provide details using the space provided. The PDSO will then review these extenuating circumstances and determine if a Reduced Course Load is warranted.



**REDUCED COURSE LOAD (RCL) FORM**

For Student:

Name: \_\_\_\_\_ Program of study: \_\_\_\_\_

What is your reason for requesting RCL?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which semester/term is this requested for? \_\_\_\_\_

Proposed number of credits? \_\_\_\_\_

If this RCL is requested for your final term of study, please state your graduation date: \_\_\_\_\_

**IMPORTANT: Do not drop below fulltime enrollment without approval from a PDSO or DSO. If you drop below fulltime enrollment without approval, your F-1 status will be terminated.**

I understand that this form does not automatically drop my course(s). I understand that I must still drop the course(s) in Populi and that I may not be entitled to any refund of tuition and fees.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of Request

For Academic Advisor/ Program Director:

Name: \_\_\_\_\_

Please provide a statement to support the student's reason to request a reduced course load:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Academic Advisor/ Program Director Signature

\_\_\_\_\_  
Date