



International Student Services
Reduced Course Load Request Form
Academic Difficulties & Completion of Course of Study
F-1 students [8 C.F.R. §214.2\(f\)\(6\)\(iii\)](#)

(The purpose of this form is to document the reason for granting an RCL in this student's SEVIS record.
It does not substitute nor replace necessary procedures through the Dean of Student's office.)

Federal regulations require that international students on F-1 status be enrolled in full-time coursework, three credits, every semester. Exceptions to full time enrollment are limited by regulations to documented medical conditions (use medical RCL form), specific academic difficulties, or in the student's final term needed to complete the course of study.

Student Information and Request

To receive a reduced course (RCL) authorization, return this completed form to your International Student Advisor. **DO NOT DROP BELOW 3 UNITS WITHOUT AUTHORIZATION** (RCL designation and authorized dates on I-20).

Name: _____ ID number: _____ Email: _____

School Term for which waiver of full-time enrollment requested: _____

First term enrolled at Pomona College: _____ Expected date of graduation: _____

Comments/Explanation: _____

Student's signature: _____ Date: _____

Academic Advisor or Professor

After consultation with the student I recommend exception to the full-time credit load requirement based on the following criteria (check one):

Reduced Course Load Options as permitted by federal regulations:

Academic Difficulties (only available during 1st semester of program):

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

Students who are granted an RCL authorization on one of the academic difficulty bases must resume a full course of study in the next available term in order to maintain status.

Completion of Course of Study

- The student is enrolled in the only remaining coursework required for the degree and is expected to graduate at the end of this semester.

Comments: _____

Name (printed): _____ Department: _____

Signature: _____ Date: _____