



Office of International Affairs Reduced Course Load (RCL) Form

Full course enrollment requirement:

F-1 students are required to maintain full time student status every semester they are studying in the United States. Undergraduates are expected to complete 12 semester hours and graduates are expected to complete 9 semester hours during Fall and Spring Semesters. Summer classes are optional unless it is your first semester at A&M-San Antonio. If Summer term is your first semester, then you must complete 6 hours (i.e. full time for summer). Complete the form below and return it to the OIA office or email to international.affairs@tamusa.edu to request a Reduced Course Load.

There are 3 categories for RCL

1. Valid academic difficulties (allowed only in first semester of an entire degree program).
2. Medical excuse (allowed for a maximum of 1 year during an entire degree program).
3. Final Semester (allowed only in final semester if fewer courses are needed to complete the academic program. If you fail to graduate, you may need to apply for [reinstatement](#)).

I am applying for a reduced course load for the _____ Semester _____		
(Fall or Spring)	(Year)	
I want to drop _____ class(es) giving me a total of _____ credit hours.		
Student's Last Name _____		Student's First Name _____
Signature _____	J# _____	Date _____
		(mm/dd/yyyy)

Please check one of the reasons listed below for why you want a reduced course load. The approval signature from your Faculty Advisor is required for #1 and #3. A doctor's letter is required for #2.

1. RCL FOR VALID ACADEMIC REASONS.

RCL for valid academic reasons is allowed only during the first semester of a degree program and requires the student to complete at least 6 hours of course credit for the semester.

Initial Adjustment Issues

I am having initial difficulties with the English language or reading requirements or unfamiliarity with American teaching methods.

Improper Course Level Placement

I am having difficulty with my class due to improper course level placement.





Office of International Affairs

SIGNATURE BY PROFESSOR

I recommend that this student be allowed to drop the following course(s) due to improper course level placement as defined above.

Class _____ Professor _____ Signature _____ Date _____
(mm/dd/yyyy)

Class _____ Professor _____ Signature _____ Date _____
(mm/dd/yyyy)

2. RCL FOR ILLNESS/MEDICAL REASONS.

Requires letter from a medical professional stating the nature of your medical condition, and a recommendation for a reduced course load. Students are only allowed one aggregate year of reduced course load for medical reasons.

3. RCL FOR FINAL SEMESTER.

This is my final semester, and I only need _____ credit hours of course work to complete my degree program. I understand that my final course to finish my program must be taken face-to-face or hybrid. I understand if I am granted a reduced course load and fail to complete my degree as planned, I will need to apply for reinstatement or risk being in violation of my F-1 immigration status,

APPROVAL SIGNATURE FROM FACULTY ADVISOR

Advisor or Program Coordinator First & Last Names

Signature

Date
(mm/dd/yyyy)

For OIA Use Only:

SEVIS input date

DSO Signature

Signature Date

Office of International Affairs

+1 -210-784-1309

International.Affairs@tamusa.edu

One University Way, CAB 434

San Antonio, Texas 78224

