

Reduced Course Load Application

International students in F-1 status are required to maintain full-time enrollment during the school year. If a student on an F-1 visa cannot or will not meet this requirement, they must request a reduced course load. Federal immigration regulations severely limit a student's ability to be less than full time, but it may be allowed in some circumstances. Review the information at www.elgin.edu/international for information on eligibility and types of RCL. Submit this form and the required documents to international@elgin.edu at least 14 business days before reducing your course load.

Name: _____ Student ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Start Date at ECC: _____ Program of Study: _____

Semester Requested for RCL: _____

I expect to enroll in _____ credit/clock hours during the semester I have requested an RCL. I certify I have read and understood this form and that the information provided is accurate to the best of my knowledge.

Signature _____ Date: _____

1. Final Semester

_____ I am in my final semester and need fewer than 12 credit hours to complete the course of study.

Submit a letter from the International Academic Advisor confirming the program of study, major, that the student is expected to complete degree requirements by [date], and specify the minimum number of semester credits needed to be enrolled in the final semester. An updated educational plan must be attached.

2. Academic Difficulty

I am experiencing academic difficulty due to:

- _____ Improper course level placement
- _____ Initial difficulties with the English language (first semester only)
- _____ Initial difficulties with reading requirements (first semester only)
- _____ Unfamiliarity with U.S. teaching methods (first semester only)

You must submit a letter of from the International Academic Advisor (associate level classes) or the Director of the Intensive English Program (language training classes) recommending a reduced course load based on one of the above reasons. The letter must elaborate on the specific circumstances of the academic difficulty, note the specific course(s), and state the semester the RCL is recommended.

3. Medical Reasons

_____ I have a temporary, serious illness that requires less than full-time enrollment. *You must submit a letter recommending an RCL from a U.S. licensed medical doctor, doctor of osteopathy, or clinical psychologist. The letter must be typed on the medical officer's letterhead, dated, signed by the physician, and clearly state the physician's contact information (address, phone, email). It must state that full-time enrollment is not advisable due to a medical condition for a specific semester, and specify a recommended number of enrollment hours, and indicate a date the student is expected to resume a full course load. The letter cannot be dated more than 30 days before the start of the semester. **Note:** Due to an increase in fraudulent documentation, medical letters that appear fraudulent are subject to verification by the medical provider.*