



International Students and Scholars Office
International Programs
 e-mail: iss@qc.cuny.edu
www.qc.cuny.edu/academics/iss/

**REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD
 FOR STUDENTS IN F1 STATUS**

YOU MUST SPEAK WITH INTERNATIONAL STUDENT ADVISOR BEFORE COMPLETING THIS FORM

International students must obtain approval from International Students & Scholars Office **before** dropping below a full course load. If you drop the course before ISS approval, you may lose your immigration status. RCLs are approved for one semester only.

A reduced course load for academic reasons must consist of at least six credits: If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will **not** be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that same degree level.

Section A – to be completed by student

Student Name: _____
First Middle Last

Student ID #: _____ SEVIS # _____

Email Address: _____

Degree Level: _____ Undergraduate Major: _____
 _____ Graduate

After my reduced course load RCL for academic reasons is approved I will be still enrolled and taking _____ credits.

Section B - to be completed by academic adviser, faculty, or department adviser

Note: If you are an advisor be advised that per USCIS regulations a reduced course load for academic reasons must consist of at least six credits. ***Do not drop the student below 6 credits.*** Reduce course load RCL for international students is a benefit for the F1 students who meet the reasons above during their first semester. This form will be used by Queens College ISS Office only. If you have any questions, you can email us at iss.cuny.edu

Semester and Year for this request:

Fall: _____ Spring: _____

Academic Difficulty:

The student named above is applying for a reduced course load due to (check one only):

- Initial difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course placement (provides course number and name) _____

I certify that the student's request to take a reduced course load is due to the reason marked above.

_____ Email _____
Faculty Advisors/Professor Name (please print)

_____ Date: _____
Faculty Advisors /Professor Signature

For Office Use Only:

ISSO refer to: _____ Date: _____ Initials: _____

ISSO Action: _____ Date: _____ Initials: _____

Date Student was contacted: _____

Student Signature: _____ **Date:** _____

ISSO Signature: _____ **Date:** _____