



# J-1 Student Request for Reduced Course Load (RCL) Authorization

Section A:

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

G# \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Local Address \_\_\_\_\_

Academic Department/Major \_\_\_\_\_

Degree Level:  Undergraduate  Master's  Doctorate  Other

Total Credits Earned to Date (in current degree program) \_\_\_\_\_

Semester for which you are requesting a reduced course load authorization \_\_\_\_\_

Section B:

J-1 students need to be enrolled in a full course of study during the academic year. Students should not drop any coursework until after obtaining approval by OIPS. Exceptions to the full course of study requirement may be granted in the following circumstances:

- Medical Illness or Condition. Call OIPS at (703) 993-2970 to schedule an appointment with the OIPS Director and after the appointment, visit the Office of Disability Services.
- Final Semester RCL due to fewer courses needed in final semester. If you are a degree-seeking student, please follow the Graduation Process steps required on the Office of the University Registrar's website. If you are a China 121 student, run a degree evaluation and attach it to this form.
- Academic Reason. Please have your Academic Dean or Advisor complete the following section.

**Academic Dean or Advisor:** Per 22 CFR 62.23(e)(3), the Responsible Officer must receive a written statement from the J-1 student's Academic Dean or Advisor recommending the student to reduce his or her academic load to less than a full course of study due to a bona fide academic reason. Please indicate the reason for the request (due to academic difficulties resulting from adjustment to language or unfamiliarity with U.S. teaching methods, etc.). If the reason is improper course level placement, the statement must indicate the appropriate course and specify in which semester the student will enroll for that course.

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

Academic Advisor or Dean's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

If you are a China 121 student or a Global Education Office exchange student, please visit their office to review your request first before returning this form to OIPS.

China 121 or Global Education Office representative: Please sign below to confirm you have reviewed the student's RCL request with their home university and approve:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Responsible Officer or Alternate Responsible Officer Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_