



# 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

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

I acknowledge that I have read the guidelines regarding Reduced Course Load (RCL) eligibility. (These may be found at oips.gmu.edu.) I believe that I meet the requirements and have provided truthful documentation in support of my request. In addition, I understand that I must maintain my immigration status during the current term.

Student's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## 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. Attach a signed written statement on letterhead from a physician requiring or recommending an interruption or reduction in studies due to an illness or medical condition.
- China 121 student RCL in final semester in US. If your remaining GMU requirements are less than 12 credits, you may qualify for an RCL due to a bona fide academic reason. Have your Academic Advisor write a statement in the space below recommending a reduced course load and sign below.
- RCL due to fewer courses needed in final semester before graduation. If you are a degree-seeking student, please follow the Graduation Process steps required on the Office of the University Registrar's website.
- 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. If the reason is improper course level placement, indicate the appropriate course and specify in which semester the student will enroll for that course.

Please note: RCL for Bona Fide Academic reason can be granted only once per degree program.

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