



Request for Reduced Course Load (RCL) Authorization *Academic Justification*

Section A:

Family Name _____ Given Name _____

G# _____ Telephone _____ E-Mail Address _____

Local Address _____

Academic Department/Major Field _____

Academic Advisor _____

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:

Please check the reason for your reduced course load request:

- Academic difficulty resulting from unfamiliarity with U.S. Teaching methods
- Academic difficulty resulting from adjustment to language or reading requirements
- Academic difficulty resulting from improper course placement

An academic advisor's letter of support is required. The letter should be on University letterhead, should indicate the specific reason for the request, and should provide any relevant details which may document your eligibility for the RCL authorization. If the reason is improper course level placement, the letter must indicate the appropriate course and specify in which semester the student will enroll for that course.

Section C:

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 _____ Date _____